



City Council Agenda

Monday, January 23, 2017

City Council Chambers

(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: Willmus, Laliberte, Etten,
McGehee and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:05 p.m. **4. Public Comment**
- 5. Council Communications, Reports and Announcements**
- 6. Recognitions, Donations and Communications**
- 6:10 p.m. **7. Approve Minutes**
a. Approve January 9 City Council Meeting Minutes
b. Approve January 9 REDA Meeting Minutes
- 6:15 p.m. **8. Approve Consent Agenda**
a. Approve Payments
b. Approve Business & Other Licenses & Permits
c. Approve General Purchases and Sale of Surplus Items in
Excess of \$5,000
d. Approve a Resolution to Accept the Work Completed,
Authorize Final Payment, and Commence the One-Year
Warranty Period on the 2016 Heinel Watermain Lining
Project
e. 2015 Drainage Improvement Project Phase I Approve
Final Payment
f. County Road B Sidewalk – Authorization for Approval
and Authorization of Ramsey County Agreement
g. Approve Resolutions Approving the Acquisitions of
Easements
h. Approve 2017 Street and Utility Preliminary Work Plan

- 6:20p.m. **9. Consider Items Removed from Consent**
10. General Ordinances for Adoption
11. Presentations
- 6:25 p.m. a. Ramsey County Sheriff Jack Serier Introduction
12. Public Hearings
13. Budget Items
14. Business Items (Action Items)
- 6:35 p.m. a. Discuss the revised draft community engagement plan and adopt a final community engagement plan for the 2040 Comprehensive Plan Update process (PROJ-0037)
- 7:15 p.m. b. Receive Presentation of Feedback Received at 211 N. McCarrons (former Armory) Community Input Sessions and Direct Staff to Initiate a Comprehensive Plan Amendment/Rezoning Process
- 7:40 p.m. c. Discussion on the 2018 Budget Process
- 8:10 p.m. d. Discussion of City Council and Advisory Commission Rules and Procedures
15. Business Items – Presentations/Discussions
- 8:20 p.m. **16. City Manager Future Agenda Review**
- 8:25 p.m. **17. Councilmember Initiated Items for Future Meetings**
Closed Session Meeting
Consider Developing an Offer on Properties Located at 2719 Lexington Ave. & 1145 Woodhill Drive, Roseville
Reconvene Open Session
- 9:05 p.m. **18. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Jan 24	6:30 p.m.	Public Works, Environment & Transportation Commission
Wednesday	Jan 25	6:30 p.m.	Comp Plan 2040 Update
Monday	Jan 30	6:00 p.m.	City Council Meeting
February			
Wednesday	Feb 1	6:30 p.m.	Planning Commission
Tuesday	Feb 7	6:30 p.m.	Parks & Recreation Commission
Thursday	Feb 9	6:30 p.m.	Community Engagement Commission
Monday	Feb 13	6:00 p.m.	City Council Meeting
Tuesday	Feb 14	6:30 p.m.	Finance Commission
Wednesday	Feb 15	6:00 p.m.	Human Rights Commission
Monday	Feb 20		City Offices Closed - Presidents' Day

All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.



REQUEST FOR COUNCIL ACTION

Date: 1/23/2017

Item No.: 8.a

Department Approval

City Manager Approval

Item Description: Approve Payments

BACKGROUND

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$1,853,513.39
83940-84372	\$1,955,242.49
Total	\$3,808,755.88

A detailed report of the claims is attached. City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

POLICY OBJECTIVE

Under Mn State Statute, all claims are required to be paid within 35 days of receipt.

FINANCIAL IMPACTS

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director
Attachments: A: Checks for Approval

Accounts Payable

Checks for Approval

User: mary.jenson
 Printed: 1/17/2017 - 2:58 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84192	12/22/2016	Building Improvements	Other Improvements	Roseville Area Schools	Portion of Work Done on Brimhall El	8,050.00
83980	12/01/2016	Building Improvements	Other Improvements	St. Paul Linoleum and Carpet Co, I	QTY 1: CITY HALL FLOORING RE	81,660.00
Other Improvements Total:						89,710.00
Fund Total:						89,710.00
84051	12/07/2016	Central Svcs Equip Revolving	Rental - Copier Machines	US Bank Equipment Finance	Copier Rental	2,722.09
Rental - Copier Machines Total:						2,722.09
84267	01/04/2017	Central Svcs Equip Revolving	Rental - Office Machines	Marco Technologies, LLC	Staple Cartridge	205.50
84101	12/15/2016	Central Svcs Equip Revolving	Rental - Office Machines	Marco Technologies, LLC	Copiers Rental	2,887.64
Rental - Office Machines Total:						3,093.14
Fund Total:						5,815.23
0	01/04/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	6.51
0	01/04/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	0.61
0	12/21/2016	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	7.18
0	12/07/2016	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	7.18
Federal Income Tax Total:						21.48
0	01/04/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	6.29
0	01/04/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	0.59
0	01/04/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	0.14
0	01/04/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	1.47
0	12/21/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	6.89

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/21/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	1.62
0	12/07/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	6.89
0	12/07/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	1.62
FICA Employee Ded. Total:						25.51
0	01/04/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	6.29
0	01/04/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	0.59
0	01/04/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	1.47
0	01/04/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	0.14
0	12/21/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	1.62
0	12/21/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	6.89
0	12/07/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	1.62
0	12/07/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	6.89
FICA Employers Share Total:						25.51
0	01/04/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	1.02
0	12/21/2016	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	1.03
0	12/07/2016	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	1.03
MN State Retirement Total:						3.08
0	01/04/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	6.67
0	12/21/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	6.65
0	12/07/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	6.65
PERA Employee Ded Total:						19.97
0	01/04/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	6.67
0	01/04/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	1.02
0	12/21/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	6.65
0	12/21/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	1.03
0	12/07/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	1.03
0	12/07/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	6.65
PERA Employer Share Total:						23.05
0	12/01/2016	Charitable Gambling	Professional Services	North Suburban Community Found	10% Lawful Gambling Proceeds	40,000.00
84285	01/04/2017	Charitable Gambling	Professional Services	Shidell, Mair & Richardson	Midway Speedskating Bingo	2,041.20
84285	01/04/2017	Charitable Gambling	Professional Services	Shidell, Mair & Richardson	Youth Hockey Bingo	2,177.28
83977	12/01/2016	Charitable Gambling	Professional Services	Shidell, Mair & Richardson	Youth Hockey Bingo	2,041.20

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						46,259.68
0	01/04/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	0.33
0	01/04/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	3.47
0	12/21/2016	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	3.83
0	12/07/2016	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	3.83
State Income Tax Total:						11.46
Fund Total:						46,389.74
84097	12/15/2016	Community Development	Advertising	Lillie Suburban Newspaper Inc	Notices-Acct: 262	160.48
84097	12/15/2016	Community Development	Advertising	Lillie Suburban Newspaper Inc	Notices-Acct: 262	265.28
Advertising Total:						425.76
83958	12/01/2016	Community Development	Building Permits	Lindus Construction	Building Permit Refund-1123 Ruggle	106.52
83963	12/01/2016	Community Development	Building Permits	Minnesota Exteriors	Duplicate Permit Refund-340 Maple l	348.30
84352	01/12/2017	Community Development	Building Permits	Renewal By Anderson	Building Permit Refund-1157 Garden	119.76
Building Permits Total:						574.58
84336	01/12/2017	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges-December	1,275.18
84106	12/15/2016	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges	2,080.49
Building Surcharge Total:						3,355.67
84304	01/10/2017	Community Development	Computer Equipment	CDW Government, Inc.	Monitor	362.00
84326	01/12/2017	Community Development	Computer Equipment	HP INC.	Computer Supplies	1,666.38
Computer Equipment Total:						2,028.38
0	12/15/2016	Community Development	Conferences	Parking Ramp-CC	Conference Parking	3.75
0	12/15/2016	Community Development	Conferences	PayPal-CC	New American Outreach Training	50.00
Conferences Total:						53.75
0	01/03/2017	Community Development	Credit Card Fees	US Bank-Non Bank	Community Development Setup Fee	159.61
0	01/03/2017	Community Development	Credit Card Fees	US Bank-Non Bank	November Terminal Charges	1,490.61

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/07/2016	Community Development	Credit Card Fees	US Bank-Non Bank	October Terminal Charges	3,400.36
Credit Card Fees Total:						5,050.58
84195	12/22/2016	Community Development	Development Escrow	S & S Specialists, Inc.	Forestry Consultation	450.00
Development Escrow Total:						450.00
0	01/12/2017	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-Dec.	4,294.45
0	12/15/2016	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-November	5,863.20
Electrical Inspections Total:						10,157.65
84149	12/15/2016	Community Development	Electrical Permits	Kenneth Wurst	Electrical Permit Refund	40.00
84056	12/07/2016	Community Development	Electrical Permits	Xtreme Electrical Services	Electrical Permit Refund-1875 W Per	64.00
Electrical Permits Total:						104.00
0	01/04/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	986.15
0	01/04/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	3,258.06
0	12/21/2016	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	5,065.33
0	12/07/2016	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	4,448.58
Federal Income Tax Total:						13,758.12
0	01/04/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	498.97
0	01/04/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	1,653.14
0	01/04/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	116.69
0	01/04/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	386.63
0	12/21/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	563.70
0	12/21/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	2,410.29
0	12/07/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	506.02
0	12/07/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	2,163.56
FICA Employee Ded. Total:						8,299.00
0	01/04/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	386.63
0	01/04/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	116.69
0	01/04/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	498.97
0	01/04/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	1,653.14
0	12/21/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	2,410.29
0	12/21/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	563.70

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/07/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	2,163.56
0	12/07/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	506.02
FICA Employers Share Total:						8,299.00
84312	01/10/2017	Community Development	Heating Permits	Fireside Hearth & Home	Mechanical Permit Refund-1404 Judi	48.80
Heating Permits Total:						48.80
84296	01/04/2017	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	294.78
84296	01/04/2017	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	75.22
84013	12/07/2016	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Empl	370.00
HRA Employer Total:						740.00
84299	01/04/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	79.02
84299	01/04/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	309.19
84187	12/22/2016	Community Development	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Empl	250.00
84031	12/07/2016	Community Development	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	250.00
HSA Employee Total:						888.21
84299	01/04/2017	Community Development	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	143.32
84299	01/04/2017	Community Development	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	559.69
84031	12/07/2016	Community Development	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Emplo	533.01
HSA Employer Total:						1,236.02
0	01/04/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	411.31
0	01/04/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	1,556.65
0	12/22/2016	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.12.2016 ICMA Defe	2,125.64
0	12/07/2016	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.12.2016 ICMA Defe	1,310.30
ICMA Def Comp Total:						5,403.90
84265	01/04/2017	Community Development	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	256.87
83957	12/01/2016	Community Development	Life Ins. Employee	LINA	Life Insurance Premium	256.89
Life Ins. Employee Total:						513.76
84265	01/04/2017	Community Development	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	58.55

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83957	12/01/2016	Community Development	Life Ins. Employer	LINA	Life Insurance Premium	58.55
Life Ins. Employer Total:						117.10
84265	01/04/2017	Community Development	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	176.03
83957	12/01/2016	Community Development	Long Term Disability	LINA	Life Insurance Premium	176.03
Long Term Disability Total:						352.06
84184	12/22/2016	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	487.74
Medical Ins Employee Total:						487.74
84184	12/22/2016	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	4,042.27
Medical Ins Employer Total:						4,042.27
84161	12/22/2016	Community Development	Memberships & Subscriptions	Donald Salverda & Associates	Leadership Books	110.80
0	01/11/2017	Community Development	Memberships & Subscriptions	International Code Council-CC	Membership Dues-Englund	325.00
Memberships & Subscriptions Total:						435.80
84336	01/12/2017	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Decembe	-25.47
84106	12/15/2016	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Retentior	-41.55
Miscellaneous Revenue Total:						-67.02
0	01/04/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	280.43
0	01/04/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	71.39
0	12/21/2016	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	351.85
0	12/07/2016	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	317.08
MN State Retirement Total:						1,020.75
0	01/04/2017	Community Development	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDP De	96.92
0	01/04/2017	Community Development	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDP De	353.08
0	12/21/2016	Community Development	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MNDP De	450.00
0	12/07/2016	Community Development	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDP De	450.00
MNDP Def Comp Total:						1,350.00

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/12/2017	Community Development	Office Supplies	Greenhaven Printing	Business Cards	34.00
0	12/15/2016	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	95.39
Office Supplies Total:						129.39
84154	12/22/2016	Community Development	Operating Supplies	Avenue Shirt Works	Uniform Supplies	494.60
0	01/03/2017	Community Development	Operating Supplies	Nelsons Cheese & Deli-CC	Boxed Meals	78.06
84283	01/04/2017	Community Development	Operating Supplies	Schwaab Inc	Rubber Stamps	449.50
Operating Supplies Total:						1,022.16
0	01/04/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	464.11
0	01/04/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	1,822.58
0	12/21/2016	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	2,530.40
0	12/07/2016	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	2,269.48
PERA Employee Ded Total:						7,086.57
0	01/04/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	464.11
0	01/04/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	1,822.58
0	01/04/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	71.39
0	01/04/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	280.43
0	12/21/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	389.30
0	12/21/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	2,530.40
0	12/07/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	349.14
0	12/07/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	2,269.48
PERA Employer Share Total:						8,176.83
83945	12/01/2016	Community Development	Postage	Bolger Inc.	McCarrons Community Meeting Carc	205.00
0	01/11/2017	Community Development	Postage	USPS-CC	Postage	22.95
Postage Total:						227.95
84161	12/22/2016	Community Development	Prepaid Expenses	Donald Salverda & Associates	Leadership Growth Group Registratio	600.00
84161	12/22/2016	Community Development	Prepaid Expenses	Donald Salverda & Associates	Leadership Growth Group Registratio	600.00
84100	12/15/2016	Community Development	Prepaid Expenses	MAHCO c/o City of Minneapolis	Membership Dues-D. Englund	100.00
Prepaid Expenses Total:						1,300.00
0	01/11/2017	Community Development	Professional Services	Blick Art Materials-CC	Meeting Supplies	8.53
0	01/11/2017	Community Development	Professional Services	Costco-CC	Meeting Supplies	24.47

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84210	12/29/2016	Community Development	Professional Services	Ehlers & Associates, Inc.	General Contracting Services	6,020.00
0	01/03/2017	Community Development	Professional Services	FormSite.com-CC	Formsite Service	49.95
0	12/15/2016	Community Development	Professional Services	MN Dept of Health-CC	Maintenance Permit	50.00
0	01/11/2017	Community Development	Professional Services	Nelsons Cheese & Deli-CC	Meeting Supplies	207.72
84349	01/12/2017	Community Development	Professional Services	Ramsey County Recorder	Shoreland Variance	46.00
84349	01/12/2017	Community Development	Professional Services	Ramsey County Recorder	Variance, Conditional Use, Fence	46.00
84349	01/12/2017	Community Development	Professional Services	Ramsey County Recorder	Variance, Conditional Use, Fence	46.00
84122	12/15/2016	Community Development	Professional Services	Ramsey County Recorder	1204 Brooks Ave-Principal Structure	46.00
84288	01/04/2017	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
84288	01/04/2017	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	312.50
84238	12/29/2016	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	350.00
84238	12/29/2016	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
84145	12/15/2016	Community Development	Professional Services	Verizon Wireless	Cell Phones	35.01
0	01/11/2017	Community Development	Professional Services	Walgreens-CC	Meeting Supplies	28.20
0	01/12/2017	Community Development	Professional Services	WSB & Associates, Inc.	Comprehensive Plan-Project 01797-1	1,263.00
84151	12/15/2016	Community Development	Professional Services	ZedIT Solutions Inc,	Accela Implementation	3,136.00
Professional Services Total:						11,678.78
0	01/04/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	384.71
0	01/04/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	1,268.10
0	12/21/2016	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	1,922.59
0	12/07/2016	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	1,716.71
State Income Tax Total:						5,292.11
84041	12/07/2016	Community Development	Telephone	T Mobile	Cell Phones-Acct: 876644423	113.75
Telephone Total:						113.75
83950	12/01/2016	Community Development	Training	Donald Salverda & Associates	Leadership Training	198.60
83950	12/01/2016	Community Development	Training	Donald Salverda & Associates	Leadership Training	146.75
83950	12/01/2016	Community Development	Training	Donald Salverda & Associates	Leadership Training	197.69
84002	12/07/2016	Community Development	Training	Donald Salverda & Associates	Professional Development Materials	168.83
84277	01/04/2017	Community Development	Training	Regents of the University of MN	Training	880.00
Training Total:						1,591.87
0	01/04/2017	Community Development	Transportation	Thomas Paschke	Mileage Reimbursement	200.34
Transportation Total:						200.34

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						105,945.63
83942	12/01/2016	Contracted Engineering Svcs	Deposits	Appliance Specialties, Inc	Escrow Return-2945 Partridge Road	3,000.00
83969	12/01/2016	Contracted Engineering Svcs	Deposits	Premium Landscape & Design, Inc.	Escrow Return-475 County Road C	3,000.00
Deposits Total:						6,000.00
0	01/04/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	466.32
0	01/04/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	127.60
0	12/21/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	584.94
0	12/07/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	584.94
Federal Income Tax Total:						1,763.80
0	01/04/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	287.51
0	01/04/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	78.42
0	01/04/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	18.33
0	01/04/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	67.25
0	12/21/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	84.54
0	12/21/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	361.49
0	12/07/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	84.54
0	12/07/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	361.49
FICA Employee Ded. Total:						1,343.57
0	01/04/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	67.25
0	01/04/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	78.42
0	01/04/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	287.51
0	01/04/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	18.33
0	12/21/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	361.49
0	12/21/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	84.54
0	12/07/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	361.49
0	12/07/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	84.54
FICA Employers Share Total:						1,343.57
84299	01/04/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	15.63
84299	01/04/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	61.29
84187	12/22/2016	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Empl	115.38
84031	12/07/2016	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	115.38

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
HSA Employee Total:						307.68
84299	01/04/2017	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	290.65
84299	01/04/2017	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	79.35
84031	12/07/2016	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Emplo	370.00
HSA Employer Total:						740.00
84265	01/04/2017	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	17.10
83957	12/01/2016	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life Insurance Premium	17.10
Life Ins. Employee Total:						34.20
84265	01/04/2017	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	9.60
83957	12/01/2016	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life Insurance Premium	9.60
Life Ins. Employer Total:						19.20
84265	01/04/2017	Contracted Engineering Svcs	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	30.38
83957	12/01/2016	Contracted Engineering Svcs	Long Term Disability	LINA	Life Insurance Premium	30.38
Long Term Disability Total:						60.76
84184	12/22/2016	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	38.24
Medical Ins Employee Total:						38.24
84184	12/22/2016	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	1,134.12
Medical Ins Employer Total:						1,134.12
0	01/04/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	12.12
0	01/04/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	47.50
0	12/21/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	59.39
0	12/07/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	59.39
MN State Retirement Total:						178.40
0	01/04/2017	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	20.32
0	01/04/2017	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	79.68

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/21/2016	Contracted Engineering Svcs	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MNDP De	100.00
0	12/07/2016	Contracted Engineering Svcs	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDP De	100.00
MNDP Def Comp Total:						300.00
0	01/11/2017	Contracted Engineering Svcs	Operating Supplies	Amazon.com- CC	Screen Protector	42.34
Operating Supplies Total:						42.34
0	01/04/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	78.75
0	01/04/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	308.79
0	12/21/2016	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	385.99
0	12/07/2016	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	385.99
PERA Employee Ded Total:						1,159.52
0	01/04/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	308.79
0	01/04/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	78.75
0	01/04/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	12.12
0	01/04/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	47.50
0	12/21/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	59.39
0	12/21/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	385.99
0	12/07/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	59.39
0	12/07/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	385.99
PERA Employer Share Total:						1,337.92
84195	12/22/2016	Contracted Engineering Svcs	Plan Review Escrow	S & S Specialists, Inc.	Forestry Consultation	180.00
Plan Review Escrow Total:						180.00
0	01/04/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	207.51
0	01/04/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	56.81
0	12/21/2016	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	260.31
0	12/07/2016	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	260.31
State Income Tax Total:						784.94
0	12/15/2016	Contracted Engineering Svcs	Training	U of M-CC	Construction Site Management Recer	120.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Training Total:						120.00
84272	01/04/2017	Contracted Engineering Svcs	Vehicles	Northwest Lasers and Instruments, Inc.	Optical Labor	356.25
Vehicles Total:						356.25
Fund Total:						17,244.51
84163	12/22/2016	Fire Vehicles Revolving	SCBA Equipment	Emergency Response Solutions, LLC	Battery Packs	1,599.77
SCBA Equipment Total:						1,599.77
Fund Total:						1,599.77
0	01/03/2017	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	17.52
0	12/07/2016	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-Non Bank	Oct Sales/Use Tax	17.05
209000 - Sales Tax Payable Total:						34.57
0	12/22/2016	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	475.76
0	12/29/2016	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	157.66
0	12/01/2016	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	48.97
0	01/12/2017	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	854.79
0	01/12/2017	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	79.61
0	12/01/2016	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	260.00
0	12/01/2016	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	192.31
0	12/15/2016	General Fund	211402 - Flex Spending Health	[REDACTED]	Flexible Benefit Reimbursement	617.07
211402 - Flex Spending Health Total:						2,686.17
0	01/12/2017	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	3,030.04
0	12/29/2016	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	250.00
0	01/12/2017	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	493.10
0	01/04/2017	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	360.00
0	12/22/2016	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	384.62
0	12/22/2016	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	4,000.00
0	12/22/2016	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	961.55
0	01/12/2017	General Fund	211403 - Flex Spend Day Care	[REDACTED]	Dependent Care Reimbursement	2,000.00

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/12/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	1,730.79
0	12/22/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	544.00
0	12/29/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	308.06
0	01/12/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	2,115.41
0	12/22/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	5,000.06
0	01/12/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	192.31
0	12/07/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.62
0	12/22/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.62
0	01/12/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	980.00
84057	12/07/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	1,263.50
211403 - Flex Spend Day Care Total:						24,382.68
84097	12/15/2016	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices-Acct: 262	423.63
Advertising Total:						423.63
84204	12/29/2016	General Fund	Business Licenses	Dan Baker	Tobacco License Refund for Partial Y	100.00
Business Licenses Total:						100.00
0	12/29/2016	General Fund	Career Development Training	Jeff Domagala	Tuition Reimbursement	1,475.84
Career Development Training Total:						1,475.84
84301	01/10/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	131.85
84244	01/04/2017	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	270.35
84153	12/22/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	99.90
84153	12/22/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	104.90
84302	01/10/2017	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	53.47
84302	01/10/2017	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	87.24
84302	01/10/2017	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	6.00
84302	01/10/2017	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	6.00
84317	01/12/2017	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	53.06
84062	12/15/2016	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	44.92
84310	01/10/2017	General Fund	Clothing	Corporate Mark, Inc.	Uniform Supplies	229.21
0	01/04/2017	General Fund	Clothing	Jeff Domagala	Boots Reimbursement	179.98
84015	12/07/2016	General Fund	Clothing	Keeps Inc	Uniform Supplies	39.13
84015	12/07/2016	General Fund	Clothing	Keeps Inc	Uniform Supplies	26.99
0	01/04/2017	General Fund	Clothing	MES, Inc.	Fire Helmet	315.27
84049	12/07/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	21.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Clothing Total:						1,669.76
0	01/03/2017	General Fund	Conferences	Best Western- CC	Conference Lodging	116.87
0	01/03/2017	General Fund	Conferences	Chipotle- CC	Conference Meal	9.86
0	01/03/2017	General Fund	Conferences	Green Mill- CC	Conference Meal	15.99
0	01/03/2017	General Fund	Conferences	Holiday Inn-CC	Conference Lodging	95.66
0	01/03/2017	General Fund	Conferences	Holiday Inn-CC	Conference Lodging (\$320.16 Reimb	640.32
83961	12/01/2016	General Fund	Conferences	MAMA	Netro Area Management Assoc. Lunc	20.00
83961	12/01/2016	General Fund	Conferences	MAMA	Netro Area Management Assoc. Lunc	20.00
83961	12/01/2016	General Fund	Conferences	MAMA	Netro Area Management Assoc. Lunc	20.00
83961	12/01/2016	General Fund	Conferences	MAMA	Netro Area Management Assoc. Lunc	20.00
0	01/11/2017	General Fund	Conferences	MN State Fire Chiefs-CC	Conference Registration	480.00
0	01/03/2017	General Fund	Conferences	Parking Ramp-CC	Conference Parking	6.00
0	12/15/2016	General Fund	Conferences	PayPal-CC	New American Outreach Training	100.00
0	12/07/2016	General Fund	Conferences	Travis Steinberg	Conference Expenses Reimbursement	164.16
0	01/11/2017	General Fund	Conferences	U of M-CC	CEAM Membership Fee-Freihammer	365.00
0	01/11/2017	General Fund	Conferences	U of M-CC	CEAM Membership Fee	365.00
0	01/03/2017	General Fund	Conferences	U of M-CC	City Engineers Annual Conference	380.00
Conferences Total:						2,818.86
83949	12/01/2016	General Fund	Contract Maint - Vehicles	Cummins NPower LLC	Vehicle Repair	473.16
84162	12/22/2016	General Fund	Contract Maint - Vehicles	Dusty's Body Shop, Inc.	Vehicle Repair	1,796.40
84315	01/10/2017	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Tactical Bucket Set	249.00
0	12/07/2016	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	62.39
84355	01/12/2017	General Fund	Contract Maint - Vehicles	Rosenbauer Minnesota, LLC	Vehicle Repair	2,261.33
84280	01/04/2017	General Fund	Contract Maint - Vehicles	Rosenbauer Minnesota, LLC	FoamPro	841.60
84191	12/22/2016	General Fund	Contract Maint - Vehicles	Rosenbauer Minnesota, LLC	Station Handrail End Mount	20.46
84035	12/07/2016	General Fund	Contract Maint - Vehicles	Roseville Chrysler Jeep Dodge	2016 BLANKET PO FOR VEHICLE	205.22
Contract Maint - Vehicles Total:						5,909.56
0	12/29/2016	General Fund	Contract Maint. - City Hall	Adam's Pest Control Inc	Quarterly Service	106.00
0	12/29/2016	General Fund	Contract Maint. - City Hall	Life Safety Systems	Annual Fire Alarm Inspection	880.00
83959	12/01/2016	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	General Cleaning-November	3,215.18
83959	12/01/2016	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	Rubber Floor Scrubbing & Waxing	265.00
84098	12/15/2016	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	Brute Caddy	124.69
84171	12/22/2016	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	General Cleaning	3,215.18
84017	12/07/2016	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	Floor Cleaning	900.00
84269	01/04/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Work Orders	260.00
83962	12/01/2016	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	2,259.34
84102	12/15/2016	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	250.82

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84221	12/29/2016	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	2,259.30
84112	12/15/2016	General Fund	Contract Maint. - City Hall	Nardini Fire Equipment Co, Inc	System Inspectioin	211.50
84240	12/29/2016	General Fund	Contract Maint. - City Hall	Thyssenkrupp Elevator Corp.	Maintenance	831.16
Contract Maint. - City Hall Total:						14,778.17
0	12/29/2016	General Fund	Contract Maint. - City Garage	Adam's Pest Control Inc	Quarterly Service	106.00
0	12/29/2016	General Fund	Contract Maint. - City Garage	Life Safety Systems	Annual Fire Alarm Inspection	487.26
83959	12/01/2016	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning-November	1,000.83
84171	12/22/2016	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning	1,000.83
84017	12/07/2016	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	Floor Cleaning	1,350.00
83962	12/01/2016	General Fund	Contract Maint. - City Garage	McGough Facility Management, LI	Facility Management	1,077.50
84221	12/29/2016	General Fund	Contract Maint. - City Garage	McGough Facility Management, LI	Facility Management	359.16
84221	12/29/2016	General Fund	Contract Maint. - City Garage	McGough Facility Management, LI	Facility Management	1,077.54
0	01/03/2017	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Regular Service	339.66
84138	12/15/2016	General Fund	Contract Maint. - City Garage	Twin City Garage Door Co.	Door Repair	147.00
Contract Maint. - City Garage Total:						6,945.78
0	12/01/2016	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	1,446.25
0	12/01/2016	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HVAC Service	1,446.25
0	12/22/2016	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	HRV Unit Inspection, Repair	790.32
Contract Maint. H.V.A.C. Total:						3,682.82
0	12/29/2016	General Fund	Contract Maint.- Old City Hall	Adam's Pest Control Inc	Monthly Service	79.00
0	12/07/2016	General Fund	Contract Maint.- Old City Hall	Adam's Pest Control Inc	Monthly Service	79.00
Contract Maint.- Old City Hall Total:						158.00
0	12/07/2016	General Fund	Contract Maintenance	City of St. Paul	Radio Maintenance & Services	144.83
84070	12/15/2016	General Fund	Contract Maintenance	Comcast	Business Services	108.86
84089	12/15/2016	General Fund	Contract Maintenance	Karges-Faulkonbridge, Inc.	Fire Station Campus Hydronic Loop 1	1,424.75
83959	12/01/2016	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-November	568.90
84171	12/22/2016	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	568.90
0	01/12/2017	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	18.29
0	12/07/2016	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	11.99
84107	12/15/2016	General Fund	Contract Maintenance	Mn Dept of Labor & Industry	Annual Elevator Operation	100.00
84271	01/04/2017	General Fund	Contract Maintenance	Nardini Fire Equipment Co, Inc	Hydro Scuba/SCBA Cylinder	57.00
0	01/03/2017	General Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	100.98
84030	12/07/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	Tree Removal	1,890.00
84348	01/12/2017	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	224.64

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84348	01/12/2017	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	393.12
83970	12/01/2016	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	224.64
84033	12/07/2016	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee-Nov	393.12
84044	12/07/2016	General Fund	Contract Maintenance	Thyssenkrupp Elevator Corp.	Maintenance	432.21
84052	12/07/2016	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	245.55
0	12/15/2016	General Fund	Contract Maintenance	Yale Mechanical, LLC	Repair Service	3,971.39
0	12/15/2016	General Fund	Contract Maintenance	Yale Mechanical, LLC	Shower Valves Repair	451.75
Contract Maintenance Total:						11,330.92
84257	01/04/2017	General Fund	Contract Maintnenace	Embedded Systems, Inc.	Tornado Siren Repair	200.00
Contract Maintnenace Total:						200.00
84348	01/12/2017	General Fund	Dispatching Services	Ramsey County	CAD Yearly Connectivity Fee	10,188.50
84348	01/12/2017	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service-December	5,589.07
84348	01/12/2017	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service-December	29,114.96
84033	12/07/2016	General Fund	Dispatching Services	Ramsey County	CAD Services-Nov	5,589.07
84033	12/07/2016	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	29,114.96
Dispatching Services Total:						79,596.56
84065	12/15/2016	General Fund	Employee Recognition	Catering by Dani	Employee Luncheon Catering	2,276.76
84085	12/15/2016	General Fund	Employee Recognition	Heidi Hunter Batz	Awards Luncheon Speaker	1,000.00
0	01/12/2017	General Fund	Employee Recognition	Jeanne Kelsey	Expenses Reimbursement	16.99
0	01/12/2017	General Fund	Employee Recognition	Jeanne Kelsey	Expenses Reimbursement	13.93
0	12/15/2016	General Fund	Employee Recognition	MNSCU-CC	Recognition Supplies	25.00
0	01/03/2017	General Fund	Employee Recognition	Napkins.com-CC	Employee Recognition Supplies	33.64
0	12/15/2016	General Fund	Employee Recognition	Things Remembered-CC	Recognition Supplies	25.00
83984	12/01/2016	General Fund	Employee Recognition	US Bank	Employee Luncheon Awards	225.00
0	01/11/2017	General Fund	Employee Recognition	US Bank-CC	Years of Service Gift Cards	2,066.25
Employee Recognition Total:						5,682.57
84184	12/22/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Dec 2016	736.42
84184	12/22/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Dec 2016	974.30
Employer Insurance Total:						1,710.72
0	01/04/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	10,042.17
0	01/04/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	28,784.33
0	12/21/2016	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	37,190.58

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/07/2016	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	34,533.71
Federal Income Tax Total:						110,550.79
0	01/04/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	1,340.63
0	01/04/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	5,464.19
0	01/04/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	3,385.06
0	01/04/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	1,148.18
0	12/21/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	4,515.02
0	12/21/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	6,142.97
0	12/07/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	4,218.38
0	12/07/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	5,937.54
FICA Employee Ded. Total:						32,151.97
0	01/04/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	1,148.18
0	01/04/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	3,385.06
0	01/04/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	1,368.97
0	01/04/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	5,554.48
0	12/21/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	6,142.97
0	12/21/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	4,515.02
0	12/07/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	5,937.54
0	12/07/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	4,218.38
FICA Employers Share Total:						32,270.60
84298	01/04/2017	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
84179	12/22/2016	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
84023	12/07/2016	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
Financial Support Total:						1,063.29
0	12/22/2016	General Fund	Flex Spending Day Care	Erin Reski	Dependent Care Reimbursement	2,499.90
Flex Spending Day Care Total:						2,499.90
84296	01/04/2017	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	2,962.40
84296	01/04/2017	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	914.86
84013	12/07/2016	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Empl	3,884.77
HRA Employer Total:						7,762.03

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84299	01/04/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	843.75
84299	01/04/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	2,331.29
84187	12/22/2016	General Fund	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Empl	2,701.78
84031	12/07/2016	General Fund	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	2,699.34
HSA Employee Total:						8,576.16
84299	01/04/2017	General Fund	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Empl	2,046.50
84299	01/04/2017	General Fund	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Empl	5,624.30
84031	12/07/2016	General Fund	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Empl	6,992.01
HSA Employer Total:						14,662.81
0	01/04/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	1,430.12
0	01/04/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	540.54
0	12/22/2016	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.12.2016 ICMA Defe	1,972.52
0	12/07/2016	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.12.2016 ICMA Defe	1,972.53
ICMA Def Comp Total:						5,915.71
84265	01/04/2017	General Fund	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	16.51
84265	01/04/2017	General Fund	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	1,524.34
83957	12/01/2016	General Fund	Life Ins. Employee	LINA	Life Insurance Premium	64.80
83957	12/01/2016	General Fund	Life Ins. Employee	LINA	Life Insurance Premium	1,540.82
Life Ins. Employee Total:						3,146.47
84265	01/04/2017	General Fund	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	437.35
83957	12/01/2016	General Fund	Life Ins. Employer	LINA	Life Insurance Premium	442.15
Life Ins. Employer Total:						879.50
84265	01/04/2017	General Fund	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	1,403.80
83957	12/01/2016	General Fund	Long Term Disability	LINA	Life Insurance Premium	1,356.13
Long Term Disability Total:						2,759.93
84184	12/22/2016	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	6,429.40
84184	12/22/2016	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	9,540.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Medical Ins Employee Total:						15,970.25
84184	12/22/2016	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	47,613.44
Medical Ins Employer Total:						47,613.44
83990	12/07/2016	General Fund	Memberships & Subscriptions	Paul Baertschi	Police Briefs Subscription	155.00
84012	12/07/2016	General Fund	Memberships & Subscriptions	IAAI	Membership Dues	100.00
84176	12/22/2016	General Fund	Memberships & Subscriptions	Metro Chief Fire Officers Assn.	Association Dues	500.00
84180	12/22/2016	General Fund	Memberships & Subscriptions	MN State Fire Chiefs Associati	Association Dues	321.00
0	12/15/2016	General Fund	Memberships & Subscriptions	Roseville Rotary	Invoices: 690, 771, 844, 912	1,373.00
Memberships & Subscriptions Total:						2,449.00
0	12/22/2016	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.12.2016 Minnesota I	79.59
Minnesota Benefit Ded Total:						79.59
0	12/15/2016	General Fund	Minor Equipment	Amazon.com- CC	Work Station	551.64
Minor Equipment Total:						551.64
0	12/15/2016	General Fund	Miscellaneous	Buffalo Wild Wings-CC	Lunch w/Councilmember Willmus-Tr	6.20
0	01/03/2017	General Fund	Miscellaneous	Cub Foods- CC	Imagine Roseville Meeting Snacks	9.22
0	12/07/2016	General Fund	Miscellaneous	Carolyn Curti	Imagine Roseville Supplies Reimburs	46.12
0	01/03/2017	General Fund	Miscellaneous	Davanni's -CC	Pizza for Imagine Roseville Planning	49.65
0	01/03/2017	General Fund	Miscellaneous	Green Mill- CC	Lunch W/Councilmember Willmus-Ti	13.69
0	01/11/2017	General Fund	Miscellaneous	House of Wong-CC	Lunch Meeting w/Councilmember Et	10.73
0	12/22/2016	General Fund	Miscellaneous	Kelly O'Brien	Volunteer Recognition Supplies Reim	25.55
0	12/07/2016	General Fund	Miscellaneous	Kelly O'Brien	Uniform Supplies Reimbursement	146.37
0	01/03/2017	General Fund	Miscellaneous	Snuffys Malt Shop-CC	Meeting W/Mayor Roe-Trudgeon	12.83
Miscellaneous Total:						320.36
0	01/04/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	2,423.97
0	01/04/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	567.26
0	12/21/2016	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	3,124.58
0	12/07/2016	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	2,960.06

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MN State Retirement Total:						9,075.87
0	01/04/2017	General Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDP De	5,806.39
0	01/04/2017	General Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDP De	2,210.48
0	12/21/2016	General Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MNDP De	7,675.51
0	12/07/2016	General Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDP De	7,249.00
MNDP Def Comp Total:						22,941.38
0	12/15/2016	General Fund	Motor Fuel	Exxonmobile-CC	Fuel	41.67
0	12/22/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - S1	2,068.68
0	12/22/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - S1	4,837.00
0	12/22/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - S1	7,529.87
0	12/07/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - S1	6,846.55
0	01/03/2017	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	November Fuel Tax	341.15
0	12/07/2016	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	Oct Fuel Tax	238.83
0	12/07/2016	General Fund	Motor Fuel	Travis Steinberg	Conference Expenses Reimbursement	24.62
Motor Fuel Total:						21,928.37
84306	01/10/2017	General Fund	Non Business - Pawn Fees	City of Minneapolis Receivables	Pawn Transaction Fees	1,303.20
Non Business - Pawn Fees Total:						1,303.20
83999	12/07/2016	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivables	Pawn Transaction Fees	1,401.30
Non Business Licenses - Pawn Total:						1,401.30
0	12/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	1.21
0	12/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	64.44
0	12/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	77.62
0	12/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	291.84
0	12/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	37.35
0	12/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	55.12
0	12/15/2016	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	9.58
0	01/03/2017	General Fund	Office Supplies	Target- CC	Office Supplies	36.38
Office Supplies Total:						573.54
0	01/03/2017	General Fund	Op Supplies - City Hall	Amazon.com- CC	Cordless Stick Vacuum	103.70
84245	01/04/2017	General Fund	Op Supplies - City Hall	Batteries Plus Bulbs #209	Batteries	15.84

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/15/2016	General Fund	Op Supplies - City Hall	Batteries Plus-CC	Batteries	20.52
0	12/15/2016	General Fund	Op Supplies - City Hall	Ferguson Enterprises Inc.-CC	City Hall Supplies	136.83
84211	12/29/2016	General Fund	Op Supplies - City Hall	G & K Services	Mats	36.60
84211	12/29/2016	General Fund	Op Supplies - City Hall	G & K Services	Mats	36.60
84211	12/29/2016	General Fund	Op Supplies - City Hall	G & K Services	Logo Mats	458.00
0	12/15/2016	General Fund	Op Supplies - City Hall	Menards-CC	City Hall Supplies	180.47
0	01/11/2017	General Fund	Op Supplies - City Hall	Suburban Ace Hardware-CC	Fasteners	7.60
84367	01/12/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	455.18
83983	12/01/2016	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	408.18
Op Supplies - City Hall Total:						1,859.52
0	12/15/2016	General Fund	Operating Supplies	3D Specialties, Inc.	KB Surface Mount	3,014.39
84152	12/22/2016	General Fund	Operating Supplies	3M	Street Supplies	337.50
0	12/15/2016	General Fund	Operating Supplies	4Imprint-CC	Stress Reliever Soccer Ball	365.05
0	12/15/2016	General Fund	Operating Supplies	AED Superstore-CC	Defibrillation Electrodes	414.00
0	01/11/2017	General Fund	Operating Supplies	Amazon.com- CC	Station Supplies	77.46
0	01/03/2017	General Fund	Operating Supplies	Amazon.com- CC	Flash Drives	43.90
0	01/03/2017	General Fund	Operating Supplies	Amazon.com- CC	Wall Plates, Fire Books	154.85
0	01/03/2017	General Fund	Operating Supplies	Amazon.com- CC	Cable	30.03
0	12/15/2016	General Fund	Operating Supplies	Amazon.com- CC	Heater	85.36
0	12/15/2016	General Fund	Operating Supplies	Amazon.com- CC	Window Decals	60.38
0	12/15/2016	General Fund	Operating Supplies	Amazon.com- CC	Cable	30.72
0	12/07/2016	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	549.53
0	12/07/2016	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	503.73
0	01/03/2017	General Fund	Operating Supplies	Avenue Shirts-CC	Pullover	24.36
0	01/03/2017	General Fund	Operating Supplies	Best Buy- CC	Desktop Microphone	21.41
0	12/07/2016	General Fund	Operating Supplies	Brock White Co	5 Gallon Detack Crafc	1,359.60
84205	12/29/2016	General Fund	Operating Supplies	Brothers Fire & Security	Garage FOB Parts	510.00
83995	12/07/2016	General Fund	Operating Supplies	CES Imaging	Supplies & Service Plan	213.60
83995	12/07/2016	General Fund	Operating Supplies	CES Imaging	Ink	10.97
84249	01/04/2017	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
84249	01/04/2017	General Fund	Operating Supplies	Cintas Corporation #470	Nitrile Gloves	105.00
84249	01/04/2017	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	28.74
84067	12/15/2016	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
84067	12/15/2016	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	87.94
84067	12/15/2016	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
84067	12/15/2016	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
83997	12/07/2016	General Fund	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	24.94
0	01/10/2017	General Fund	Operating Supplies	City of St. Paul	River Print Products	551.65
0	01/10/2017	General Fund	Operating Supplies	City of St. Paul	River Print Products	464.75
0	12/07/2016	General Fund	Operating Supplies	City of St. Paul	River Print Products	422.50
84071	12/15/2016	General Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	448.50

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84308	01/10/2017	General Fund	Operating Supplies	Compass Minerals	Bulk Coarse LA	1,570.39
84308	01/10/2017	General Fund	Operating Supplies	Compass Minerals	Bulk Coarse LA	1,605.57
84253	01/04/2017	General Fund	Operating Supplies	Compass Minerals	Streets Supplies	6,098.20
84253	01/04/2017	General Fund	Operating Supplies	Compass Minerals	Streets Supplies	1,594.75
84160	12/22/2016	General Fund	Operating Supplies	Compass Minerals	Bulk Coarse LA	1,589.33
84001	12/07/2016	General Fund	Operating Supplies	Compass Minerals	720 TONS ROAD SALT PER MN S	11,255.92
84001	12/07/2016	General Fund	Operating Supplies	Compass Minerals	720 TONS ROAD SALT PER MN S	7,866.15
84001	12/07/2016	General Fund	Operating Supplies	Compass Minerals	720 TONS ROAD SALT PER MN S	16,437.32
84001	12/07/2016	General Fund	Operating Supplies	Compass Minerals	720 TONS ROAD SALT PER MN S	13,397.36
0	01/11/2017	General Fund	Operating Supplies	Costco-CC	Supplies	341.71
0	01/11/2017	General Fund	Operating Supplies	Costco-CC	Supplies	99.35
0	12/15/2016	General Fund	Operating Supplies	Jeff Domagala	Class B License Fees Reimbursement	49.25
0	01/11/2017	General Fund	Operating Supplies	Driveway Markers-CC	Markers, Reflectors	89.00
0	01/03/2017	General Fund	Operating Supplies	Ebay Inc-CC	Radio Equipment	49.09
0	12/15/2016	General Fund	Operating Supplies	EMP-CC	Phlebotomy Container	30.00
0	12/15/2016	General Fund	Operating Supplies	Evident Inc-CC	Evidence Supplies	82.54
0	12/15/2016	General Fund	Operating Supplies	Evident Inc-CC	Evidence Supplies	211.50
0	12/15/2016	General Fund	Operating Supplies	Fastenal-CC	Supplies	22.16
0	01/11/2017	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Patrol Supplies	42.85
0	12/01/2016	General Fund	Operating Supplies	Force America, Inc.	Lithium Battery	31.37
0	12/15/2016	General Fund	Operating Supplies	Force America, Inc.	Joystick Adapter	521.97
0	12/15/2016	General Fund	Operating Supplies	Force America, Inc.	Joystick Kit	387.53
0	01/03/2017	General Fund	Operating Supplies	Galls Inc-CC	Gear Bag	73.47
0	01/03/2017	General Fund	Operating Supplies	Galls Inc-CC	Box Clipboard	69.99
84004	12/07/2016	General Fund	Operating Supplies	Gary Carlson Equipment, Corp.	Skid Steer Loader	210.00
0	01/04/2017	General Fund	Operating Supplies	Grainger Inc	Absorbent	56.08
0	01/04/2017	General Fund	Operating Supplies	Grainger Inc	Hardwound Roll	110.84
0	12/01/2016	General Fund	Operating Supplies	Grainger Inc	Epoxy Floor Coating	109.74
0	12/15/2016	General Fund	Operating Supplies	Grainger Inc	Door Bottom Sweep	73.00
0	12/15/2016	General Fund	Operating Supplies	Grainger Inc	Credit	-109.74
0	12/22/2016	General Fund	Operating Supplies	Grainger Inc	Elbows	12.10
0	12/22/2016	General Fund	Operating Supplies	Grainger Inc	Adapters Elbows	67.88
0	12/22/2016	General Fund	Operating Supplies	Grainger Inc	Adapters, Elbows	33.59
0	12/07/2016	General Fund	Operating Supplies	Grainger Inc	Inspection Tags	40.08
0	12/07/2016	General Fund	Operating Supplies	Grainger Inc	Inspection Tags	31.86
0	12/07/2016	General Fund	Operating Supplies	Grainger Inc	Wound Supplies	55.42
0	12/15/2016	General Fund	Operating Supplies	Thomas Gray	K9 Supplies Reimbursement	257.00
0	12/01/2016	General Fund	Operating Supplies	Greenhaven Printing	Business Cards	43.00
0	01/11/2017	General Fund	Operating Supplies	Harbor Freight Tools-CC	Police Garage Supplies	82.45
84086	12/15/2016	General Fund	Operating Supplies	International Code Council, Inc.	Fire Inspector Guide, Pocket Interps	81.27
0	01/12/2017	General Fund	Operating Supplies	Brooke Jennings	K9 Supplies Reimbursement	8.31
0	01/12/2017	General Fund	Operating Supplies	Dennis Kim	Court Expenses Reimbursement	25.00
84090	12/15/2016	General Fund	Operating Supplies	Konrad Material Sales, LLC.	Crack Sealant	4,140.00
84168	12/22/2016	General Fund	Operating Supplies	Konrad Material Sales, LLC.	Asphalt Patch	1,609.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84168	12/22/2016	General Fund	Operating Supplies	Konrad Material Sales, LLC.	Deery Router Cutter, Pins	1,122.00
0	12/15/2016	General Fund	Operating Supplies	Menards-CC	Tarp	21.40
0	12/15/2016	General Fund	Operating Supplies	Menards-CC	Cast Iron Casters	23.59
0	01/03/2017	General Fund	Operating Supplies	Mn Bookstore-CC	Data Practices Book	29.95
0	01/12/2017	General Fund	Operating Supplies	Murphys Service Center Inc	Fuel	13.05
84342	01/12/2017	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	EC Film	30.72
84113	12/15/2016	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Cross Road	154.46
84026	12/07/2016	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	EC Film	48.98
0	01/03/2017	General Fund	Operating Supplies	North Hgts Hardware Hank-CC	Paint Supplies	14.93
0	12/15/2016	General Fund	Operating Supplies	Office Depot- CC	Office Supplies	29.98
0	01/11/2017	General Fund	Operating Supplies	Party City-CC	Patrol Supplies	2.23
0	12/15/2016	General Fund	Operating Supplies	Party City-CC	Potluck Supplies	106.95
0	01/11/2017	General Fund	Operating Supplies	Peavey Corporation-CC	Evidence Supplies	350.00
84028	12/07/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	85.68
84028	12/07/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	76.03
84028	12/07/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	139.01
84275	01/04/2017	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, Monthly NAF Software	494.85
84029	12/07/2016	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, Monthly Software	470.68
84119	12/15/2016	General Fund	Operating Supplies	Primary Products Company	Nitrile Exam Gloves	348.00
84032	12/07/2016	General Fund	Operating Supplies	Primary Products Company	Wire Glove Box Holder	47.14
84348	01/12/2017	General Fund	Operating Supplies	Ramsey County	Fleet Support Fee	43.68
0	12/15/2016	General Fund	Operating Supplies	Rapid Packaging-CC	Woven Poly Bags	286.56
0	12/01/2016	General Fund	Operating Supplies	Rapit Printing	Fire Poly Hand Stamp	67.05
84353	01/12/2017	General Fund	Operating Supplies	Rick Johnson's Deer & Beaver Inc.	Deer Call	145.00
84193	12/22/2016	General Fund	Operating Supplies	Ruffridge Johnson Equipment, Inc.	Supplies	108.00
0	01/11/2017	General Fund	Operating Supplies	Sirchie Finger Print-CC	Evidence Supplies	83.64
84197	12/22/2016	General Fund	Operating Supplies	SKB Environmental, Inc.	Supplies	104.25
84198	12/22/2016	General Fund	Operating Supplies	Specialty Turf & Ag, Inc.	Ice Bite	2,560.28
84199	12/22/2016	General Fund	Operating Supplies	Sprayer Specialties, Inc.	Wire Braid Hose	235.24
84359	01/12/2017	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	121.78
84287	01/04/2017	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	856.00
84130	12/15/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	245.39
84130	12/15/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	204.87
84360	01/12/2017	General Fund	Operating Supplies	State of Minnesota	Citations	151.60
0	01/11/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Gaskets	4.99
0	12/15/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Pick Clay	54.98
0	12/15/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Socket Wrench	16.05
0	12/15/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Duct Tape	35.95
0	12/15/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Supplies	16.06
0	12/15/2016	General Fund	Operating Supplies	T Mobile-CC	Cell Phone Case	85.68
0	01/03/2017	General Fund	Operating Supplies	Target- CC	Zagg Mobile	26.77
0	12/15/2016	General Fund	Operating Supplies	Target- CC	St. Odilia's Meet & Greet Supplies	8.86
84362	01/12/2017	General Fund	Operating Supplies	Taser International, Inc.	Battery Packs	351.42
0	12/01/2016	General Fund	Operating Supplies	Tessman Seed Co - St. Paul	Turf	110.00

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/07/2016	General Fund	Operating Supplies	Tessman Seed Co - St. Paul	Ice Melt	547.50
0	01/03/2017	General Fund	Operating Supplies	Things Remembered-CC	No Receipt-G. Peterson	25.00
84295	01/04/2017	General Fund	Operating Supplies	Titan Machinery	Coupler	4,760.93
84136	12/15/2016	General Fund	Operating Supplies	Towmaster	Polarflex Front Mount System	2,927.12
0	12/15/2016	General Fund	Operating Supplies	Tri State Bobcat-CC	Supplies	38.40
84137	12/15/2016	General Fund	Operating Supplies	Truck Utilities, Inc.	Post Pounder	2,871.00
0	01/11/2017	General Fund	Operating Supplies	Uline-CC	Evidence Supplies	131.16
84140	12/15/2016	General Fund	Operating Supplies	Uniforms Unlimited, Inc.	Uniform Supplies	71.96
0	12/15/2016	General Fund	Operating Supplies	Walmart-CC	Batteries	7.49
0	12/15/2016	General Fund	Operating Supplies	Walmart-CC	Halloween Supplies	31.94
84371	01/12/2017	General Fund	Operating Supplies	Warning Lites of MN, Inc.	Signs	825.00
0	01/03/2017	General Fund	Operating Supplies	Webstaurant Store-CC	Adjustable Height Table	766.50
Operating Supplies Total:						103,032.50
0	01/11/2017	General Fund	Operating Supplies City Garage	Ferguson Enterprises Inc.-CC	Meter Supplies	6.49
84211	12/29/2016	General Fund	Operating Supplies City Garage	G & K Services	Mats	36.60
84211	12/29/2016	General Fund	Operating Supplies City Garage	G & K Services	Mats	36.60
0	01/11/2017	General Fund	Operating Supplies City Garage	Menards-CC	Valves, Couplings	69.06
0	01/11/2017	General Fund	Operating Supplies City Garage	Menards-CC	Meter Supplies	42.80
0	01/11/2017	General Fund	Operating Supplies City Garage	Suburban Ace Hardware-CC	Meter Supplies	36.75
84367	01/12/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	113.80
83983	12/01/2016	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	102.04
Operating Supplies City Garage Total:						444.14
0	01/04/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	22,156.58
0	01/04/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	5,326.74
0	12/21/2016	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	29,022.47
0	12/07/2016	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	27,300.91
PERA Employee Ded Total:						83,806.70
0	01/04/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	836.23
0	01/04/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	7,382.29
0	01/04/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	30,517.37
0	01/04/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	187.01
0	12/21/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	1,018.62
0	12/21/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	40,189.24
0	12/07/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	975.12
0	12/07/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	37,782.46

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employer Share Total:						118,888.34
0	12/22/2016	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.12.2016 PERA Life	32.00
PERA Life Ins. Ded. Total:						32.00
84310	01/10/2017	General Fund	Police Reserve Program	Corporate Mark, Inc.	PD Hats	450.00
Police Reserve Program Total:						450.00
0	01/04/2017	General Fund	Postage	Pitney Bowes - Non Bank	December Postage	2,999.86
0	12/07/2016	General Fund	Postage	Pitney Bowes - Non Bank	November Postage	3,000.00
Postage Total:						5,999.86
84060	12/15/2016	General Fund	Prepaid Expenses	Accela, Inc. #774375	Finance Software Annual Fee	25,086.81
84075	12/15/2016	General Fund	Prepaid Expenses	Donald Salverda & Associates	Leadership Growth Registration-Culv	600.00
84087	12/15/2016	General Fund	Prepaid Expenses	IPMA-HR MN	Membership Dues-D. Bacon	50.00
0	12/15/2016	General Fund	Prepaid Expenses	Life Safety Systems	Annual Monitoring Charge	325.00
84108	12/15/2016	General Fund	Prepaid Expenses	MPERLA	Winter Conference Registration-D. B;	125.00
84114	12/15/2016	General Fund	Prepaid Expenses	Northeast Youth & Family Serv.	2017 Municipality Participant	54,530.00
Prepaid Expenses Total:						80,716.81
0	01/12/2017	General Fund	Printing	Greenhaven Printing	Name Badge Labels	176.00
0	12/07/2016	General Fund	Printing	Greenhaven Printing	Name Badge Labels	176.00
0	12/07/2016	General Fund	Printing	Greenhaven Printing	Envelopes	126.00
Printing Total:						478.00
0	01/03/2017	General Fund	Professional Services	Drop Box-CC	DropBox Pro	99.00
0	01/12/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	General Civil Matters	15,560.00
0	01/12/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Prosecution Service	12,753.00
0	12/15/2016	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	General Civil Matters	15,560.00
0	12/07/2016	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Prosecution Service	12,683.00
0	01/11/2017	General Fund	Professional Services	Fed Ex Kinko's-CC	Shipping Charge	12.40
0	01/03/2017	General Fund	Professional Services	Fed Ex Kinko's-CC	Shipping Charges	23.07
0	01/03/2017	General Fund	Professional Services	Fed Ex Kinko's-CC	Shipping Charges	10.60
84078	12/15/2016	General Fund	Professional Services	Fifth Third Bank	Subpeona Research Billing	29.04
84259	01/04/2017	General Fund	Professional Services	Gary L. Fischler & Assoc., Inc	Leadership & Management Assessme	1,195.00
83953	12/01/2016	General Fund	Professional Services	Goodpointe Technology, Inc. (c/o Z	Software Support Agreement	5,220.00

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84260	01/04/2017	General Fund	Professional Services	Group Health Inc.	Onsite Clinic	1,656.00
84325	01/12/2017	General Fund	Professional Services	Hillcrest Animal Hospital	Impound Fees	230.00
84008	12/07/2016	General Fund	Professional Services	Hillcrest Animal Hospital	Animal Control Service	212.00
84332	01/12/2017	General Fund	Professional Services	LexisNexis Risk Solutions	Minimum Commitment Balance	50.00
84096	12/15/2016	General Fund	Professional Services	LexisNexis Risk Solutions	Person Searches	37.50
84270	01/04/2017	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	718.00
84104	12/15/2016	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	716.00
84110	12/15/2016	General Fund	Professional Services	Multicare Associates	Medical Services	360.00
84182	12/22/2016	General Fund	Professional Services	NAMI Minnesota	HRC Sponsored Speaker	150.00
84274	01/04/2017	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	720.00
84116	12/15/2016	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	1,093.50
84185	12/22/2016	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	720.00
84185	12/22/2016	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	750.00
84227	12/29/2016	General Fund	Professional Services	Peak Staffing, Inc.	Temporary Employment	960.00
84186	12/22/2016	General Fund	Professional Services	Performance Plus LLC	Physical Exam-Halvorsen	364.00
84189	12/22/2016	General Fund	Professional Services	Ramsey County	Election Contract Quarterly Payment	16,588.00
83973	12/01/2016	General Fund	Professional Services	Roseville Area High School	Multicultural Evening-Food	150.00
84201	12/22/2016	General Fund	Professional Services	Marquita Stephens	Community Conversation Service	1,400.00
84361	01/12/2017	General Fund	Professional Services	Sheila Stowell	Community Engagement Meeting Mi	231.25
84361	01/12/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
84288	01/04/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	368.75
84288	01/04/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
83982	12/01/2016	General Fund	Professional Services	Sheila Stowell	Community Engagement Commissior	250.00
83982	12/01/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
84131	12/15/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	368.75
84131	12/15/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
84039	12/07/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	318.75
84039	12/07/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
0	01/03/2017	General Fund	Professional Services	Survey Monkey.com-CC	Monthly Charge	26.00
84291	01/04/2017	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Finance Commission Meeting Minute	203.00
84134	12/15/2016	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Commission Meeting l	136.00
84045	12/07/2016	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Finance Commission Meeting Minute	203.00
84365	01/12/2017	General Fund	Professional Services	TransUnion Risk and Alternative	People Searches-Acct: 212095	87.50
84046	12/07/2016	General Fund	Professional Services	TransUnion Risk and Alternative	People Searches-Acct: 212095	55.25
Professional Services Total:						92,291.86
0	01/04/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	11,002.17
0	01/04/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	3,816.25
0	12/21/2016	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	14,272.95
0	12/07/2016	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	13,337.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
State Income Tax Total:						42,429.22
0	01/03/2017	General Fund	Telephone	Sprint- CC	Cell Phones	54.25
84239	12/29/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 771707201	76.89
84239	12/29/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	16.00
84239	12/29/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	347.73
84239	12/29/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	245.05
84239	12/29/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	514.37
84041	12/07/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	16.00
84041	12/07/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	347.94
84041	12/07/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	245.02
84041	12/07/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	776.60
84041	12/07/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 771707201	76.89
84370	01/12/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	474.87
84370	01/12/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	1,068.30
84370	01/12/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	43.17
84370	01/12/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	106.23
84293	01/04/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	655.84
84145	12/15/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	70.41
84145	12/15/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	542.33
84145	12/15/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	1,006.86
84145	12/15/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	35.01
Telephone Total:						6,719.76
0	01/11/2017	General Fund	Training	AIAFS-CC	Patrol Training	85.00
84300	01/10/2017	General Fund	Training	American Council on Criminal Justi	Use of Force Management, Officer St	250.00
84061	12/15/2016	General Fund	Training	American Council on Criminal Justi	Use of Fore, Officer Survival Trainin	250.00
84061	12/15/2016	General Fund	Training	American Council on Criminal Justi	Use of Fore, Officer Survival Training	250.00
0	12/15/2016	General Fund	Training	Asking Police-CC	Peer Group Program	65.00
0	12/15/2016	General Fund	Training	BCA-CC	Training	50.00
0	01/11/2017	General Fund	Training	BerganKDV-CC	Government Education Seminar	16.42
0	01/11/2017	General Fund	Training	BerganKDV-CC	Government Education Seminar	16.42
0	01/11/2017	General Fund	Training	Byerly's- CC	Training Supplies	65.91
0	12/15/2016	General Fund	Training	Cabela's Inc-CC	Use of Force Supplies	127.59
0	12/15/2016	General Fund	Training	Caribou Coffee- CC	Training Expenses	12.84
0	01/10/2017	General Fund	Training	Shawn Carter	Training Expenses Reimbursement	16.81
0	01/10/2017	General Fund	Training	Century College	PPLP Books	35.00
0	12/07/2016	General Fund	Training	Won Chau	Training Expenses Reimbursement	41.63
0	12/15/2016	General Fund	Training	Cheaper Than Dirt-CC	Training Expenses	120.29
0	12/15/2016	General Fund	Training	City of St. Paul	PDI Training	298.00
0	12/07/2016	General Fund	Training	City of St. Paul	PDI Training-Rifle Skills	255.00

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/07/2016	General Fund	Training	City of St. Paul	PDI Training-Advanced Patrol Tactics	197.50
0	12/07/2016	General Fund	Training	City of St. Paul	PDI Training-Sovereign Citizens	149.00
0	12/07/2016	General Fund	Training	City of St. Paul	PDI Training-Interview & Interrogation	265.00
0	12/07/2016	General Fund	Training	City of St. Paul	PDI Training-Arrest & Control Tactics	498.00
0	01/11/2017	General Fund	Training	Cub Foods- CC	Training Supplies	44.40
0	12/15/2016	General Fund	Training	Culvers-CC	Training Expenses	72.12
84075	12/15/2016	General Fund	Training	Donald Salverda & Associates	Leadership Books	204.69
84075	12/15/2016	General Fund	Training	Donald Salverda & Associates	Leadership Books	196.69
0	12/15/2016	General Fund	Training	Donut Hut-CC	Training expenses	19.08
0	01/03/2017	General Fund	Training	Green Mill- CC	Training Supplies	62.67
0	01/03/2017	General Fund	Training	Harbor Freight Tools-CC	Use of Force Training Supplies	110.17
0	01/11/2017	General Fund	Training	Holiday Inn-CC	Training Lodging	214.08
0	01/03/2017	General Fund	Training	Johns Pizza-CC	Use of Force Training-Meals	101.48
0	12/07/2016	General Fund	Training	Crystal Jones	Training Expenses Reimbursement	22.12
0	12/15/2016	General Fund	Training	Keys Cafe & Bakery-CC	Training Expenses	114.68
0	01/12/2017	General Fund	Training	Jeffrey Lopez	Training Expenses Reimbursement	16.17
0	12/15/2016	General Fund	Training	Jeffrey Lopez	Training Expenses Reimbursement	37.31
0	01/03/2017	General Fund	Training	MN Sheriffs Assn-CC	Criminal Records Management-Thors	50.00
0	12/15/2016	General Fund	Training	MN Sheriffs Assn-CC	Training	50.00
0	01/03/2017	General Fund	Training	MN State Colleges-CC	Bituminous Street Recertification-Tur	300.00
0	01/03/2017	General Fund	Training	Olive Garden-CC	Training Supplies	193.99
0	01/03/2017	General Fund	Training	Parking Ramp-CC	CSO Training Parking	3.00
84123	12/15/2016	General Fund	Training	Craig Rapp, LLC	Leadership Development Program	1,350.00
83978	12/01/2016	General Fund	Training	Spring Lake Park Fire Dept, Inc.	Blue Card Training	200.00
0	01/03/2017	General Fund	Training	SRS Tactical-CC	CIP Tactical Supplies	224.00
0	12/15/2016	General Fund	Training	Alan Stefani	Training Expenses Reimbursement	40.02
0	01/03/2017	General Fund	Training	Taco Bell-CC	Use of Force Training-Meals	37.56
0	01/11/2017	General Fund	Training	Taser Training Academy-CC	Patrol Training	225.00
Training Total:						6,954.64
0	12/22/2016	General Fund	Transportation	Eldona Bacon	Mileage Reimbursement	97.20
0	12/29/2016	General Fund	Transportation	Eldona Bacon	Mileage Reimbursement	678.78
0	12/15/2016	General Fund	Transportation	Carolyn Curti	Mileage Reimbursement	96.66
0	12/15/2016	General Fund	Transportation	Parking Ramp-CC	Conference Parking	3.00
Transportation Total:						875.64
0	01/04/2017	General Fund	Union Dues Deduction	LELS	PR Batch 00001.01.2017 Lels Union	1,264.56
0	01/04/2017	General Fund	Union Dues Deduction	LELS	PR Batch 00001.01.2017 Lels Union	593.30
0	12/07/2016	General Fund	Union Dues Deduction	LELS	PR Batch 00001.12.2016 Lels Union	1,905.80
84297	01/04/2017	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Union	45.35
84297	01/04/2017	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Union	200.94

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84018	12/07/2016	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.12.2016 IOUE Union	252.43
0	01/04/2017	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.01.2017 Local 320 U	336.47
0	01/04/2017	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.01.2017 Local 320 U	139.10
0	12/07/2016	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.12.2016 Local 320 U	479.00
0	01/04/2017	General Fund	Union Dues Deduction	Roseville Firefighters Local 5051	PR Batch 00001.01.2017 IAFF Union	465.84
0	01/04/2017	General Fund	Union Dues Deduction	Roseville Firefighters Local 5051	PR Batch 00001.01.2017 IAFF Union	119.16
0	12/07/2016	General Fund	Union Dues Deduction	Roseville Firefighters Local 5051	PR Batch 00001.12.2016 IAFF Union	585.00
Union Dues Deduction Total:						6,386.95
0	12/15/2016	General Fund	Utilities	Xcel Energy	New Fire Station	2,263.67
0	12/15/2016	General Fund	Utilities	Xcel Energy	Street Lights	57.34
0	12/15/2016	General Fund	Utilities	Xcel Energy	Street Lights	60.29
0	12/22/2016	General Fund	Utilities	Xcel Energy	Civil Defense	73.66
0	12/22/2016	General Fund	Utilities	Xcel Energy	Street Lights	12,929.38
0	12/29/2016	General Fund	Utilities	Xcel Energy	New Fire Station	3,081.49
0	12/29/2016	General Fund	Utilities	Xcel Energy	Traffic Signal & Street Lights	1,892.00
Utilities Total:						20,357.83
0	01/12/2017	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	7,187.87
0	12/22/2016	General Fund	Utilities - City Garage	Xcel Energy	City Hall Building	3,255.47
Utilities - City Garage Total:						10,443.34
0	01/12/2017	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	6,909.71
0	12/22/2016	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	6,027.81
Utilities - City Hall Total:						12,937.52
0	12/29/2016	General Fund	Utilities - Old City Hall	Xcel Energy	Fire Station #2	549.10
Utilities - Old City Hall Total:						549.10
84152	12/22/2016	General Fund	Vehicle Supplies & Maintenance	3M	Vehicle Supplies	166.32
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	CCP Industries Inc	Vehicle Supplies-Credit Memo	-291.98
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	CCP Industries Inc	Vehicle Supplies	286.92
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	CCP Industries Inc	Vehicle Supplies	291.98
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	CCP Industries Inc	Vehicle Supplies	236.32
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Cushman Motor Co Inc	Vehicle Supplies	304.07
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	-84.00
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	205.21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	30.75
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	28.72
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	144.32
0	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	83.59
0	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	80.70
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	381.18
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	159.00
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	60.12
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	107.04
0	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Batteries	65.67
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	154.02
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	79.52
0	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Gopher Bearing (BDI Branch 78)	Ball Bearings	319.82
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Button Battery	41.33
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Miniature Lamps	15.00
0	12/01/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Exhaust Fluid, Maintenance Absorber	69.04
0	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Out of Service Tags	55.00
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Copper, Compound	114.77
0	12/15/2016	General Fund	Vehicle Supplies & Maintenance	H & L Mesabi	Bolt-On Blade	1,330.82
0	01/12/2017	General Fund	Vehicle Supplies & Maintenance	Kath Fuel Oil Service, Inc.	Fuel	2,782.80
84333	01/12/2017	General Fund	Vehicle Supplies & Maintenance	Little Falls Machine, Inc	Vehicle Supplies	718.01
0	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Mac Tools-CC	Vehicle Supplies	104.05
0	12/22/2016	General Fund	Vehicle Supplies & Maintenance	MacQueen Equipment	Pipe Rack Weld, Arrowstick	1,441.10
0	12/22/2016	General Fund	Vehicle Supplies & Maintenance	MacQueen Equipment	Credit	-963.19
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	MacQueen Equipment	2016 BLANKET PO FOR VEHICLE	803.25
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	MacQueen Equipment	2016 BLANKET PO FOR VEHICLE	75.51
84268	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Matheson Tri-Gas, Inc	Oxygen, Goggles	191.29
84021	12/07/2016	General Fund	Vehicle Supplies & Maintenance	Matheson Tri-Gas, Inc	Acetylene	114.75
0	12/15/2016	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Lithium Batteries	20.82
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	338.65
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	82.23
0	12/22/2016	General Fund	Vehicle Supplies & Maintenance	MES, Inc.	Camera Repair	7.28
0	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Metal Supermarkets	Aluminum Flat Bar	16.00
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Midway Ford Co	Vehicle Supplies	28.89
0	01/12/2017	General Fund	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Gearbox	742.11
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Sockets, Bearing	247.67
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Tightener Block	167.51
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	169.38
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	24.99
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	92.38
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	26.34
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	42.78
0	12/07/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	132.23
84275	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Precise MRM, LLC	Cable	23.90

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84350	01/12/2017	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Pharm Stock Report	226.57
84278	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Vehicle Supplies	1,250.00
83971	12/01/2016	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Pharm Stock Report	123.06
84125	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	2016 BLANKET PO FOR VEHICLE	71.40
84125	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	2016 BLANKET PO FOR VEHICLE	75.60
84125	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	2016 BLANKET PO FOR VEHICLE	100.80
84040	12/07/2016	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	2016 BLANKET PO FOR VEHICLE	245.92
84290	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Tactical Medical Solutions, Inc.	Warm Zone Bags	296.02
84135	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Titan Machinery	Vehicle Supplies	227.51
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Total Tool	Annual Crane & Hoist Inspection	135.00
0	01/04/2017	General Fund	Vehicle Supplies & Maintenance	Total Tool	Annual Crane & Hoist Inspection	270.00
84136	12/15/2016	General Fund	Vehicle Supplies & Maintenance	Towmaster	Polarflex Front Mount Angle	275.15
84047	12/07/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Oil Filter	61.56
0	12/22/2016	General Fund	Vehicle Supplies & Maintenance	Zarnoth Brush Works, Inc.	2016 BLANKET PO FOR VEHICLE	745.50
Vehicle Supplies & Maintenance Total:						15,970.07
0	01/11/2017	General Fund	Volunteer Recognition	US Bank-CC	Years of Service Gift Cards	1,488.55
Volunteer Recognition Total:						1,488.55
0	01/11/2017	General Fund	Work Session Expenses	Jimmy John's Sandwiches- CC	Imagine Roseville Meeting Supplies	132.75
Work Session Expenses Total:						132.75
Fund Total:						1,123,278.81
0	01/11/2017	General Fund Donations	Explorers - Supplies	Discount Mugs-CC	PAL Program Supplies	42.35
0	01/11/2017	General Fund Donations	Explorers - Supplies	Walmart-CC	PAL Program Supplies	634.44
84372	01/12/2017	General Fund Donations	Explorers - Supplies	Corey Yunke	Supplies Reimbursement	140.48
Explorers - Supplies Total:						817.27
0	01/11/2017	General Fund Donations	K-9 - Supplies	Whistle-CC	Monthly K9 Charge	9.95
0	12/15/2016	General Fund Donations	K-9 - Supplies	Whistle-CC	Monthly Charge	9.95
K-9 - Supplies Total:						19.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						837.17
0	01/03/2017	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Regular Service	79.56
Contract Maintenance Total:						79.56
0	01/03/2017	Golf Course	Credit Card Fees	US Bank-Non Bank	November Terminal Charges	239.87
0	12/07/2016	Golf Course	Credit Card Fees	US Bank-Non Bank	October Terminal Charges	403.28
Credit Card Fees Total:						643.15
0	01/04/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	702.80
0	01/04/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	68.72
0	12/21/2016	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	544.87
0	12/07/2016	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	569.56
Federal Income Tax Total:						1,885.95
0	01/04/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	38.39
0	01/04/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	350.29
0	01/04/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	81.91
0	01/04/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	8.98
0	12/21/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	303.26
0	12/21/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	70.92
0	12/07/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	81.75
0	12/07/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	349.54
FICA Employee Ded. Total:						1,285.04
0	01/04/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	8.98
0	01/04/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	81.91
0	01/04/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	38.39
0	01/04/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	350.29
0	12/21/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	303.26
0	12/21/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	70.92
0	12/07/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	81.75
0	12/07/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	349.54
FICA Employers Share Total:						1,285.04
84144	12/15/2016	Golf Course	Green Fees	Jean Van Norman	Greens Fee Refund	95.40

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Green Fees Total:						95.40
84296	01/04/2017	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Emplc	11.65
84296	01/04/2017	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Emplc	58.35
84013	12/07/2016	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Emplc	70.00
HRA Employer Total:						140.00
84299	01/04/2017	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	200.00
84031	12/07/2016	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Emplo	200.00
HSA Employer Total:						400.00
84265	01/04/2017	Golf Course	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	73.48
83957	12/01/2016	Golf Course	Life Ins. Employee	LINA	Life Insurance Premium	73.48
Life Ins. Employee Total:						146.96
84265	01/04/2017	Golf Course	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	4.80
83957	12/01/2016	Golf Course	Life Ins. Employer	LINA	Life Insurance Premium	4.80
Life Ins. Employer Total:						9.60
84265	01/04/2017	Golf Course	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	18.31
83957	12/01/2016	Golf Course	Long Term Disability	LINA	Life Insurance Premium	18.31
Long Term Disability Total:						36.62
84184	12/22/2016	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	519.84
Medical Ins Employee Total:						519.84
84184	12/22/2016	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	1,374.12
Medical Ins Employer Total:						1,374.12
84025	12/07/2016	Golf Course	Memberships & Subscriptions	National Pen Company	Golf Pencils	565.38
Memberships & Subscriptions Total:						565.38

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/15/2016	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Concession Supplies	126.25
0	12/15/2016	Golf Course	Merchandise For Sale	Target- CC	Concession Supplies	12.03
Merchandise For Sale Total:						138.28
0	01/04/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	58.73
0	01/04/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	6.90
0	12/21/2016	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	52.99
0	12/07/2016	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	52.99
MN State Retirement Total:						171.61
0	01/04/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	50.00
0	12/21/2016	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MNDCP De	50.00
0	12/07/2016	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDCP De	50.00
MNDCP Def Comp Total:						150.00
0	01/11/2017	Golf Course	Operating Supplies	A & L Sod-CC	Sod	347.20
0	01/11/2017	Golf Course	Operating Supplies	Menards-CC	Ropes	87.79
0	01/03/2017	Golf Course	Operating Supplies	Mills Fleet Farm-CC	Tree Wrap	14.99
0	12/15/2016	Golf Course	Operating Supplies	Twin City Saw-CC	Chain Saw Supplies	101.98
Operating Supplies Total:						551.96
0	01/04/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	44.82
0	01/04/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	381.73
0	12/21/2016	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	344.42
0	12/07/2016	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	344.42
PERA Employee Ded Total:						1,115.39
0	01/04/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	44.82
0	01/04/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	381.73
0	01/04/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	6.90
0	01/04/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	58.73
0	12/21/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	344.42
0	12/21/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	52.99
0	12/07/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	344.42
0	12/07/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	52.99

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employer Share Total:						1,287.00
84178	12/22/2016	Golf Course	Prepaid Expenses	MGCSA	Membership Renewal-McDonagh	150.00
84121	12/15/2016	Golf Course	Prepaid Expenses	Ramsey County	2017 Food Establishment License-Ce	550.00
Prepaid Expenses Total:						700.00
83948	12/01/2016	Golf Course	Rental	Club Car, LLC	Lease Rentals	1,154.25
83948	12/01/2016	Golf Course	Rental	Club Car, LLC	Lease Rentals	11.54
0	01/11/2017	Golf Course	Rental	Henjy Rental-CC	Grinder	227.79
Rental Total:						1,393.58
0	01/04/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	34.05
0	01/04/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	301.31
0	12/21/2016	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	252.35
0	12/07/2016	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	265.56
State Income Tax Total:						853.27
0	01/03/2017	Golf Course	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	777.52
0	12/07/2016	Golf Course	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Oct Sales/Use Tax	1,584.89
State Sales Tax Payable Total:						2,362.41
84239	12/29/2016	Golf Course	Telephone	T Mobile	Cell Phones-Acct: 876644423	52.00
84041	12/07/2016	Golf Course	Telephone	T Mobile	Cell Phones-Acct: 876644423	52.00
Telephone Total:						104.00
0	01/03/2017	Golf Course	Training	Serve Alcohol-CC	Alcohol Service Training	12.71
Training Total:						12.71
0	01/03/2017	Golf Course	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	73.91
0	12/07/2016	Golf Course	Use Tax Payable	MN Dept of Revenue-Non Bank	Oct Sales/Use Tax	81.93
Use Tax Payable Total:						155.84

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						17,462.71
83955	12/01/2016	Housing & Redevelopment Agency	Attorney Fees	Kennedy & Graven, Chartered	General Legal Services	608.00
84167	12/22/2016	Housing & Redevelopment Agency	Attorney Fees	Kennedy & Graven, Chartered	General Legal Services	931.00
Attorney Fees Total:						1,539.00
83992	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	Elizabeth Baumann	Energy Audit Reimbursement	60.00
84003	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	Steven Fester	Energy Audit Reimbursement	60.00
84005	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	Donna Giossi	Energy Audit Reimbursement	60.00
84313	01/10/2017	Housing & Redevelopment Agency	Payment to Owners	Cassandra Gralish	Energy Audit Reimbursement	60.00
84314	01/10/2017	Housing & Redevelopment Agency	Payment to Owners	Louis Hastert	Energy Audit Reimbursement	60.00
84006	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	Anita Hawton	Energy Audit Reimbursement	60.00
84007	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	Glen Heino	Energy Audit Reimbursement	60.00
84009	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	John Honkomp	Energy Audit Reimbursement	60.00
84011	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	Joseph Huss	Energy Audit Reimbursement	60.00
84340	01/12/2017	Housing & Redevelopment Agency	Payment to Owners	Ann Nelson	Energy Audit Reimbursement	60.00
84351	01/12/2017	Housing & Redevelopment Agency	Payment to Owners	Erika Remillard-Hagen	Energy Audit Reimbursement	60.00
84354	01/12/2017	Housing & Redevelopment Agency	Payment to Owners	Joe Riege	Energy Audit Reimbursement	60.00
84036	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	William Schoenrock	Energy Audit Reimbursement	60.00
84042	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	Christopher Tachick	Energy Audit Reimbursement	60.00
84366	01/12/2017	Housing & Redevelopment Agency	Payment to Owners	Allen Trempe	Energy Audit Reimbursement	60.00
84053	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	Donna Warthesen	Energy Audit Reimbursement	60.00
84055	12/07/2016	Housing & Redevelopment Agency	Payment to Owners	Katie Wolf	Energy Audit Reimbursement	60.00
Payment to Owners Total:						1,020.00
83945	12/01/2016	Housing & Redevelopment Agency	Printing	Bolger Inc.	Housing & Development Brochure &	1,142.24
Printing Total:						1,142.24
84039	12/07/2016	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	REDA Meeting Minutes	62.50
Professional Services Total:						62.50
0	12/15/2016	Housing & Redevelopment Agency	Training	Smartpress-CC	Business Exchange Invite	143.61
84358	01/12/2017	Housing & Redevelopment Agency	Training	St. Paul Area Chamber of Commere	Small Business Series	100.00
Training Total:						243.61
0	01/12/2017	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Mileage Reimbursement	178.74

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/12/2017	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Expenses Reimbursement	7.00
0	01/12/2017	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Expenses Reimbursement	11.00
Transportation Total:						196.74
Fund Total:						4,204.09
83955	12/01/2016	Housing Rep Program/Single Fam	196 So. McCarrons Prof. Servic	Kennedy & Graven, Chartered	Purchase of 196 S McCarrons	619.75
84167	12/22/2016	Housing Rep Program/Single Fam	196 So. McCarrons Prof. Servic	Kennedy & Graven, Chartered	Purchase of 196 S. McCarrons Blvd	1,370.11
196 So. McCarrons Prof. Servic Total:						1,989.86
Fund Total:						1,989.86
84213	12/29/2016	Information Technology	Computer Equipment	HP INC.	IT Department Docks	204.12
84101	12/15/2016	Information Technology	Computer Equipment	Marco Technologies, LLC	Network Camera	1,057.43
0	12/15/2016	Information Technology	Computer Equipment	SHI International Corp	Computer Supplies	3,900.00
Computer Equipment Total:						5,161.55
84262	01/04/2017	Information Technology	Contract Maintenance	Hewlett Packard Enterprise Compai	QUOTE NUMBER: 46989576 - COV	6,425.52
0	12/15/2016	Information Technology	Contract Maintenance	HP Services-CC	SAN Maintenance Contract	376.80
84020	12/07/2016	Information Technology	Contract Maintenance	Marco Technologies, LLC	Device Channel License	277.92
84020	12/07/2016	Information Technology	Contract Maintenance	Marco Technologies, LLC	Device Channel License	3,057.12
84020	12/07/2016	Information Technology	Contract Maintenance	Marco Technologies, LLC	Device Channel License	1,111.68
0	01/11/2017	Information Technology	Contract Maintenance	McAfee, Inc-CC	Monthly Spam Filtering Service	880.00
0	12/15/2016	Information Technology	Contract Maintenance	McAfee, Inc-CC	Monthly Spam Filtering Service	880.00
0	01/11/2017	Information Technology	Contract Maintenance	Microsoft-CC	Online Licenses	334.66
0	01/03/2017	Information Technology	Contract Maintenance	Monitis-CC	Monthly Network Monitoring Service	130.56
0	01/11/2017	Information Technology	Contract Maintenance	Network Solutions- CC	Lakeelmo.Org-5 Year Renewal	186.94
0	12/15/2016	Information Technology	Contract Maintenance	Network Solutions- CC	EMPSTF.Org Website	1.99
0	12/29/2016	Information Technology	Contract Maintenance	SHI International Corp	Spam Virus Protection, Anti-Virus, Fi	40,111.50
0	12/29/2016	Information Technology	Contract Maintenance	SHI International Corp	Network Adapter	1,122.00
0	12/15/2016	Information Technology	Contract Maintenance	Survey Monkey.com-CC	Annual Subscription	300.00
84142	12/15/2016	Information Technology	Contract Maintenance	US Internet	Internet	24.00
Contract Maintenance Total:						55,220.69
0	01/04/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	4,190.84
0	01/04/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	1,152.66

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/21/2016	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	5,768.22
0	12/07/2016	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	5,443.92
Federal Income Tax Total:						16,555.64
84150	12/15/2016	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Fiber Maintenance-Acct: 011277	2,750.81
84150	12/15/2016	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Fiber Maintenance-Acct: 011277	2,750.81
Fiber Maintenance & Locates Total:						5,501.62
0	01/04/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	628.74
0	01/04/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	2,298.24
0	01/04/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	147.05
0	01/04/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	537.52
0	12/21/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	3,021.73
0	12/21/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	706.67
0	12/07/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	2,941.95
0	12/07/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	688.01
FICA Employee Ded. Total:						10,969.91
0	01/04/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	2,298.24
0	01/04/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	628.74
0	01/04/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	537.52
0	01/04/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	147.05
0	12/21/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	3,021.73
0	12/21/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	706.67
0	12/07/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	2,941.95
0	12/07/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	688.01
FICA Employers Share Total:						10,969.91
84296	01/04/2017	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	159.18
84296	01/04/2017	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	606.82
84013	12/07/2016	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Empl	698.00
HRA Employer Total:						1,464.00
84299	01/04/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	137.19
84299	01/04/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	533.47
84187	12/22/2016	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Empl	455.85
84031	12/07/2016	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	455.84

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
HSA Employee Total:						1,582.35
84299	01/04/2017	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	295.44
84299	01/04/2017	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	1,118.31
84031	12/07/2016	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Emplo	1,318.76
HSA Employer Total:						2,732.51
0	01/04/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	47.54
0	01/04/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	177.46
0	12/22/2016	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.12.2016 ICMA Defe	225.00
0	12/07/2016	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.12.2016 ICMA Defe	225.00
ICMA Def Comp Total:						675.00
83987	12/07/2016	Information Technology	Internet	Anoka County Treasury	Broadband-Jan 2017	75.00
83988	12/07/2016	Information Technology	Internet	ARIN	Annual Maintenance	200.00
84068	12/15/2016	Information Technology	Internet	City of North St. Paul	511 Billing Interconnects	4,845.00
84068	12/15/2016	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	600.00
84000	12/07/2016	Information Technology	Internet	Comcast	Business Services	92.08
84010	12/07/2016	Information Technology	Internet	Hurricane Electric	Transit Service Monthly Fee	500.00
84010	12/07/2016	Information Technology	Internet	Hurricane Electric	Transit Service Monthly Fee	500.00
84095	12/15/2016	Information Technology	Internet	Level 3 Communications	Internet	1,183.17
Internet Total:						7,995.25
84265	01/04/2017	Information Technology	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	143.46
83957	12/01/2016	Information Technology	Life Ins. Employee	LINA	Life Insurance Premium	143.46
Life Ins. Employee Total:						286.92
84265	01/04/2017	Information Technology	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	85.20
83957	12/01/2016	Information Technology	Life Ins. Employer	LINA	Life Insurance Premium	85.20
Life Ins. Employer Total:						170.40
84265	01/04/2017	Information Technology	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	239.57
83957	12/01/2016	Information Technology	Long Term Disability	LINA	Life Insurance Premium	239.57

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Long Term Disability Total:						479.14
84184	12/22/2016	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	1,279.20
Medical Ins Employee Total:						1,279.20
84184	12/22/2016	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	10,144.13
Medical Ins Employer Total:						10,144.13
0	01/04/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	386.52
0	01/04/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	99.09
0	12/21/2016	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	499.58
0	12/07/2016	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	483.45
MN State Retirement Total:						1,468.64
0	01/03/2017	Information Technology	Operating Supplies	Amazon.com- CC	Batteries	9.60
0	01/03/2017	Information Technology	Operating Supplies	Amazon.com- CC	Bluetooth Wireless Headsets	79.96
0	12/15/2016	Information Technology	Operating Supplies	Amazon.com- CC	Cables, Surface Mount Box	15.99
0	12/15/2016	Information Technology	Operating Supplies	Amazon.com- CC	TrendNet Switch	321.04
0	01/03/2017	Information Technology	Operating Supplies	Approved Optics-CC	Optical Transceivers	1,255.08
0	01/03/2017	Information Technology	Operating Supplies	Home Depot- CC	Misc. Network Plates	31.98
0	12/15/2016	Information Technology	Operating Supplies	Home Depot- CC	Pioneer Park Supplies	49.29
0	12/15/2016	Information Technology	Operating Supplies	Monoprice.Com-CC	DVI Cables	88.49
0	01/03/2017	Information Technology	Operating Supplies	Target- CC	Annual IT Meeting Supplies	26.55
Operating Supplies Total:						1,877.98
0	12/15/2016	Information Technology	Other Improvements	SHI International Corp	Computer Supplies	867.00
Other Improvements Total:						867.00
0	01/04/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	2,512.38
0	01/04/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	644.01
0	12/21/2016	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	3,247.12
0	12/07/2016	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	3,142.36
PERA Employee Ded Total:						9,545.87

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/04/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	644.01
0	01/04/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	2,512.38
0	01/04/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	99.09
0	01/04/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	386.52
0	12/21/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	3,247.12
0	12/21/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	499.58
0	12/07/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	483.45
0	12/07/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	3,142.36
PERA Employer Share Total:						11,014.51
0	01/04/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	1,556.49
0	01/04/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	420.48
0	12/21/2016	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	2,097.10
0	12/07/2016	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	2,003.49
State Income Tax Total:						6,077.56
0	12/07/2016	Information Technology	Telephone	Cologix, Inc	Fiber Cross Connect	500.00
0	01/03/2017	Information Technology	Telephone	Sprint- CC	Cell Phones	26.00
84239	12/29/2016	Information Technology	Telephone	T Mobile	Cell Phones-Acct: 876644423	97.46
84041	12/07/2016	Information Technology	Telephone	T Mobile	Cell Phones-Acct: 876644423	99.96
84370	01/12/2017	Information Technology	Telephone	Verizon Wireless	Cell Phones	178.60
84145	12/15/2016	Information Technology	Telephone	Verizon Wireless	Cell Phones	680.45
Telephone Total:						1,582.47
0	01/10/2017	Information Technology	Transportation	Peter Bauer	Mileage Reimbursement	149.04
0	01/10/2017	Information Technology	Transportation	Steve Chung	Mileage Reimbursement	198.18
0	01/10/2017	Information Technology	Transportation	Jim Ellison	Mileage Reimbursement	37.26
0	01/10/2017	Information Technology	Transportation	Anthony Greseth	Mileage Reimbursement	103.68
0	01/12/2017	Information Technology	Transportation	Veronica Koes	Mileage Reimbursement	39.42
0	01/12/2017	Information Technology	Transportation	Eng Lee	Mileage Reimbursement	67.23
0	01/12/2017	Information Technology	Transportation	Jake Manders	Mileage Reimbursement	92.34
0	01/12/2017	Information Technology	Transportation	Mark Mayfield	Mileage Reimbursement	149.58
0	01/12/2017	Information Technology	Transportation	Matt Murtha	Mileage Reimbursement	49.68
0	01/12/2017	Information Technology	Transportation	Jesse Richardson	Mileage Reimbursement	246.24
0	01/12/2017	Information Technology	Transportation	Aaron Seeley	Mileage Reimbursement	65.88
0	01/12/2017	Information Technology	Transportation	Jason Swalley	Mileage Reimbursement	103.14
Transportation Total:						1,301.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						164,923.92
84157	12/22/2016	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	License Center Window Cleaning	29.00
84080	12/15/2016	License Center	Contract Maintenance	G & K Services	Mats	23.60
84080	12/15/2016	License Center	Contract Maintenance	G & K Services	Mats	23.60
83959	12/01/2016	License Center	Contract Maintenance	Linn Building Maintenance	General Cleaning-November	668.63
84171	12/22/2016	License Center	Contract Maintenance	Linn Building Maintenance	General Cleaning	668.63
Contract Maintenance Total:						1,413.46
0	01/04/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	2,763.40
0	01/04/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	656.14
0	12/21/2016	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	3,459.70
0	12/07/2016	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	3,381.59
Federal Income Tax Total:						10,260.83
0	01/04/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	386.66
0	01/04/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	1,787.90
0	01/04/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	90.45
0	01/04/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	418.11
0	12/21/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	510.95
0	12/21/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	2,184.73
0	12/07/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	502.44
0	12/07/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	2,148.33
FICA Employee Ded. Total:						8,029.57
0	01/04/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	386.66
0	01/04/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	418.11
0	01/04/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	90.45
0	01/04/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	1,787.90
0	12/21/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	2,184.73
0	12/21/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	510.95
0	12/07/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	2,148.33
0	12/07/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	502.44
FICA Employers Share Total:						8,029.57
84296	01/04/2017	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	94.84
84296	01/04/2017	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	535.16

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84013	12/07/2016	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Emplc	630.00
HRA Employer Total:						1,260.00
84299	01/04/2017	License Center	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Emplc	41.03
84299	01/04/2017	License Center	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Emplc	220.89
84187	12/22/2016	License Center	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Emplc	213.06
84031	12/07/2016	License Center	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Emplc	213.06
HSA Employee Total:						688.04
84299	01/04/2017	License Center	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	110.73
84299	01/04/2017	License Center	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	559.27
84031	12/07/2016	License Center	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Emplo	670.00
HSA Employer Total:						1,340.00
84265	01/04/2017	License Center	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	128.50
83957	12/01/2016	License Center	Life Ins. Employee	LINA	Life Insurance Premium	128.50
Life Ins. Employee Total:						257.00
84265	01/04/2017	License Center	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	48.00
83957	12/01/2016	License Center	Life Ins. Employer	LINA	Life Insurance Premium	48.00
Life Ins. Employer Total:						96.00
84265	01/04/2017	License Center	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	125.04
83957	12/01/2016	License Center	Long Term Disability	LINA	Life Insurance Premium	125.04
Long Term Disability Total:						250.08
84184	12/22/2016	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	1,704.30
Medical Ins Employee Total:						1,704.30
84184	12/22/2016	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	6,974.25
Medical Ins Employer Total:						6,974.25
0	01/11/2017	License Center	Memberships & Subscriptions	Secretary of State-CC	Online Notary Commission	120.00

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Memberships & Subscriptions Total:						120.00
0	12/22/2016	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.12.2016 Minnesota I	123.84
Minnesota Benefit Ded Total:						123.84
0	01/04/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	307.67
0	01/04/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	48.07
0	12/21/2016	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	357.36
0	12/07/2016	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	351.41
MN State Retirement Total:						1,064.51
0	01/04/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	641.36
0	01/04/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	378.62
0	01/04/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	142.70
0	01/04/2017	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	108.64
0	12/21/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MNDCP De	519.43
0	12/21/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MNDCP De	550.00
0	12/07/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDCP De	550.00
0	12/07/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDCP De	519.43
MNDCP Def Comp Total:						3,410.18
84252	01/04/2017	License Center	New License Center Facility	Commercial Appraisal & Consultin	Appraisal Report-VFW, Retail Strip C	4,000.00
New License Center Facility Total:						4,000.00
0	01/03/2017	License Center	Office Supplies	Amazon.com- CC	Office Supplies	68.53
0	12/15/2016	License Center	Office Supplies	Amazon.com- CC	Office Supplies	181.22
0	12/15/2016	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	86.25
0	01/03/2017	License Center	Office Supplies	Office Depot- CC	Office Supplies	57.59
0	12/15/2016	License Center	Office Supplies	Pakor-CC	Office Supplies	43.16
0	12/15/2016	License Center	Office Supplies	St. Paul Stamp Works-CC	Office Supplies	54.60
0	01/03/2017	License Center	Office Supplies	Staples-CC	Office Supplies	159.99
0	12/15/2016	License Center	Office Supplies	Target- CC	Office Supplies	14.98
0	12/15/2016	License Center	Office Supplies	Uline-CC	Office Supplies	104.75
Office Supplies Total:						771.07
84154	12/22/2016	License Center	Operating Supplies	Avenue Shirt Works	Uniform Supplies	101.13

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/03/2017	License Center	Operating Supplies	Pakor-CC	Passport Photo Paper	553.16
Operating Supplies Total:						654.29
0	01/04/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	1,861.50
0	01/04/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	312.44
0	12/21/2016	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	2,194.76
0	12/07/2016	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	2,068.91
PERA Employee Ded Total:						6,437.61
0	01/04/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	286.38
0	01/04/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	1,861.50
0	01/04/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	312.44
0	01/04/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	48.07
0	12/21/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	337.64
0	12/21/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	2,194.76
0	12/07/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	2,068.91
0	12/07/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	318.26
PERA Employer Share Total:						7,427.96
0	01/11/2017	License Center	Postage	USPS-CC	Postage	412.80
0	01/03/2017	License Center	Postage	USPS-CC	Postage	399.90
0	12/15/2016	License Center	Postage	USPS-CC	Postage	361.20
Postage Total:						1,173.90
84098	12/15/2016	License Center	Professional Services	Linn Building Maintenance	Vacuum Repair	50.00
83962	12/01/2016	License Center	Professional Services	McGough Facility Management, LI	Facility Management	359.16
0	01/12/2017	License Center	Professional Services	Quicksilver Express Courier	Courier Service	185.98
0	12/15/2016	License Center	Professional Services	Quicksilver Express Courier	Courier Service	165.15
0	12/29/2016	License Center	Professional Services	Quicksilver Express Courier	Courier Service	207.39
Professional Services Total:						967.68
0	12/15/2016	License Center	Rental	Gaughan Properties	License Center Rent-Jan 2017	5,315.93
Rental Total:						5,315.93
0	01/03/2017	License Center	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	1,146.71
0	12/07/2016	License Center	Sales Tax Payable	MN Dept of Revenue-Non Bank	Oct Sales/Use Tax	868.92

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Sales Tax Payable Total:						2,015.63
0	01/04/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	1,180.55
0	01/04/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	264.75
0	12/21/2016	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	1,468.51
0	12/07/2016	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	1,443.24
State Income Tax Total:						4,357.05
0	12/22/2016	License Center	Transportation	Ivonne Banks-Smith	Mileag Reimbursement	17.97
0	01/12/2017	License Center	Transportation	Bridget Koeckeritz	Mileage Reimbursement	189.00
0	01/11/2017	License Center	Transportation	Parking Ramp-CC	Training Parking	6.00
0	12/01/2016	License Center	Transportation	Jill Theisen	Mileage Reimbursement	280.80
0	12/29/2016	License Center	Transportation	Jill Theisen	Mileage Reimbursement	196.56
Transportation Total:						690.33
0	01/12/2017	License Center	Utilities	Xcel Energy	License Center	585.36
0	12/15/2016	License Center	Utilities	Xcel Energy	License Center	483.78
Utilities Total:						1,069.14
Fund Total:						79,902.22
84203	12/22/2016	Municipal Community Band	Professional Services	West Bend Mutual Insurance Comp	Community Band Policy: A221015	519.00
Professional Services Total:						519.00
Fund Total:						519.00
83954	12/01/2016	Municipal Jazz Band	Operating Supplies	Groth Music	Band Supplies	15.34
Operating Supplies Total:						15.34
0	01/12/2017	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director-Dec.	250.00
0	12/01/2016	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director	250.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						500.00
Fund Total:						515.34
83989	12/07/2016	P & R Contract Maintenance	Clothing	Avenue Shirt Works	Shirts	26.64
83989	12/07/2016	P & R Contract Maintenance	Clothing	Avenue Shirt Works	Embroidery	18.00
84249	01/04/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
84249	01/04/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
83947	12/01/2016	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
84067	12/15/2016	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
84067	12/15/2016	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
84158	12/22/2016	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
83997	12/07/2016	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.22
0	01/11/2017	P & R Contract Maintenance	Clothing	Menards-CC	No Receipt-Schlosser	61.12
0	01/12/2017	P & R Contract Maintenance	Clothing	Matt Schlosser	Apparel Reimbursement Per Union C	84.01
Clothing Total:						198.31
0	01/03/2017	P & R Contract Maintenance	Contract Maintenance	Nitti Sanitation-CC	Regular Service	751.14
Contract Maintenance Total:						751.14
0	01/04/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	2,400.02
0	01/04/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	534.13
0	12/21/2016	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	2,788.31
0	12/07/2016	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	2,471.25
Federal Income Tax Total:						8,193.71
0	01/04/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	1,192.06
0	01/04/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	262.27
0	01/04/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	61.33
0	01/04/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	278.78
0	12/21/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	331.54
0	12/21/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	1,417.59
0	12/07/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	309.03
0	12/07/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	1,321.41
FICA Employee Ded. Total:						5,174.01

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/04/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	262.27
0	01/04/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	1,192.06
0	01/04/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	61.33
0	01/04/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	278.78
0	12/21/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	1,417.59
0	12/21/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	331.54
0	12/07/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	1,321.41
0	12/07/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	309.03
FICA Employers Share Total:						5,174.01
84296	01/04/2017	P & R Contract Maintenance	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	64.92
84296	01/04/2017	P & R Contract Maintenance	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	305.08
84013	12/07/2016	P & R Contract Maintenance	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Empl	370.00
HRA Employer Total:						740.00
84299	01/04/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	65.66
84299	01/04/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	270.88
84187	12/22/2016	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Empl	384.62
84031	12/07/2016	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	384.62
HSA Employee Total:						1,105.78
84299	01/04/2017	P & R Contract Maintenance	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	971.45
84299	01/04/2017	P & R Contract Maintenance	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	181.06
84031	12/07/2016	P & R Contract Maintenance	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Emplo	1,152.50
HSA Employer Total:						2,305.01
84265	01/04/2017	P & R Contract Maintenance	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	29.55
83957	12/01/2016	P & R Contract Maintenance	Life Ins. Employee	LINA	Life Insurance Premium	20.55
Life Ins. Employee Total:						50.10
84265	01/04/2017	P & R Contract Maintenance	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	34.80
83957	12/01/2016	P & R Contract Maintenance	Life Ins. Employer	LINA	Life Insurance Premium	34.80
Life Ins. Employer Total:						69.60
84265	01/04/2017	P & R Contract Maintenance	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	83.85
83957	12/01/2016	P & R Contract Maintenance	Long Term Disability	LINA	Life Insurance Premium	83.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Long Term Disability Total:						167.70
84184	12/22/2016	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	496.47
Medical Ins Employee Total:						496.47
84184	12/22/2016	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	4,789.61
Medical Ins Employer Total:						4,789.61
0	01/04/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	39.26
0	01/04/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	199.93
0	12/21/2016	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	232.87
0	12/07/2016	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	217.19
MN State Retirement Total:						689.25
0	01/04/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	92.98
0	01/04/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	312.02
0	12/21/2016	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MNDCP De	405.00
0	12/07/2016	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDCP De	405.00
MNDCP Def Comp Total:						1,215.00
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	Dollar Tree-CC	Arboretum Supplies	13.93
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	Fastenal-CC	Safety Supplies, Zip Ties, Backstop N	68.90
83951	12/01/2016	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.	Black Dirt	45.00
84164	12/22/2016	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.	Black Dirt	435.00
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	Harbor Freight Tools-CC	Shop Tools	156.21
0	12/15/2016	P & R Contract Maintenance	Operating Supplies	Hugo Feed Mill-CC	Corn Stalks	214.40
0	12/01/2016	P & R Contract Maintenance	Operating Supplies	M/A Associates	Can Liners	262.50
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Arboretum Fountain Supplies	26.21
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	No Receipt-B. Norman	94.28
0	12/15/2016	P & R Contract Maintenance	Operating Supplies	Menards-CC	Playground Supplies	49.35
0	12/15/2016	P & R Contract Maintenance	Operating Supplies	Menards-CC	Hockey Rink Supplies	52.98
0	01/11/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Graffiti Removal Supplies, Locks	166.83
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Shelter Supplies	53.56
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Park Supplies	15.25
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Padlocks, Park Supplies	204.31
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Padlocks	65.94
0	12/15/2016	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Shelter Supplies	18.35

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/15/2016	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Shop Parts	4.50
84236	12/29/2016	P & R Contract Maintenance	Operating Supplies	Sherwin Williams Co.	Paint Supplies	62.95
0	01/11/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Batteries	55.71
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Saw Parts	9.76
0	01/03/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	No Receipt-Schlosser	22.99
0	12/15/2016	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Drill Bits, Chain	61.96
84048	12/07/2016	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	184.12
Operating Supplies Total:						2,344.99
0	01/04/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	1,299.68
0	01/04/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	255.08
0	12/21/2016	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	1,513.71
0	12/07/2016	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	1,411.83
PERA Employee Ded Total:						4,480.30
0	01/04/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	1,299.68
0	01/04/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	199.93
0	01/04/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	39.26
0	01/04/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	255.08
0	12/21/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	1,513.71
0	12/21/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	232.87
0	12/07/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	217.19
0	12/07/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	1,411.83
PERA Employer Share Total:						5,169.55
84246	01/04/2017	P & R Contract Maintenance	Professional Services	Biolawn, Inc.	Weed Control	4,508.00
84074	12/15/2016	P & R Contract Maintenance	Professional Services	Davey Tree Expert Company	TreeKeeper Subscription	5,250.00
84256	01/04/2017	P & R Contract Maintenance	Professional Services	Ecolab Equipment Care	Freezer Repair	526.05
84331	01/12/2017	P & R Contract Maintenance	Professional Services	Killmer Electric Co., Inc.	Electrical Damage Repair	819.23
84016	12/07/2016	P & R Contract Maintenance	Professional Services	Killmer Electric Co., Inc.	Lighting Supplies	719.68
84016	12/07/2016	P & R Contract Maintenance	Professional Services	Killmer Electric Co., Inc.	Lighting Supplies	516.26
84118	12/15/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	Tree Removal	513.00
Professional Services Total:						12,852.22
84115	12/15/2016	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Restroom Rental	160.00
Rental Total:						160.00

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/04/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	925.32
0	01/04/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	206.85
0	12/21/2016	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	1,096.22
0	12/07/2016	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	995.00
State Income Tax Total:						3,223.39
0	01/03/2017	P & R Contract Maintenance	Telephone	Sprint- CC	Cell Phones	26.00
84239	12/29/2016	P & R Contract Maintenance	Telephone	T Mobile	Cell Phones-Acct: 876644423	73.32
84041	12/07/2016	P & R Contract Maintenance	Telephone	T Mobile	Cell Phones-Acct: 876644423	73.32
84370	01/12/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Tablet	43.17
84145	12/15/2016	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	35.01
84145	12/15/2016	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	350.14
Telephone Total:						600.96
0	12/22/2016	P & R Contract Maintenance	Transportation	Anita Twaroski	Mileage Reimbursement	469.80
Transportation Total:						469.80
84297	01/04/2017	P & R Contract Maintenance	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Unio	227.85
84297	01/04/2017	P & R Contract Maintenance	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Unio	44.15
84018	12/07/2016	P & R Contract Maintenance	Union Dues Deduction	Local Union 49	PR Batch 00001.12.2016 IOUE Unio	272.00
Union Dues Deduction Total:						544.00
0	12/15/2016	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	68.64
0	12/29/2016	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	2,084.65
Utilities Total:						2,153.29
Fund Total:						63,118.20
84124	12/15/2016	Park Renewal 2011	Capital Outlay	Ron Kassa Construction, Inc.	Road Construction	7,681.70
84124	12/15/2016	Park Renewal 2011	Capital Outlay	Ron Kassa Construction, Inc.	Road Construction	10,943.80
Capital Outlay Total:						18,625.50
84105	12/15/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Park Renewal Program-Irrigation	832.00
84105	12/15/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Park Renewal Program-Irrigation	779.50

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84105	12/15/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Park Renewal Program-Irrigation	1,047.95
84105	12/15/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Park Renewal Program-Irrigation	1,358.75
84105	12/15/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Park Renewal Program-Irrigation	3,108.75
84105	12/15/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Park Renewal Program-Irrigation	1,128.50
84105	12/15/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Park Renewal Program-Irrigation	825.75
84105	12/15/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Park Renewal Program-Irrigation	883.00
84105	12/15/2016	Park Renewal 2011	Contractor Payments	Mickman Brothers, Inc.	Park Renewal Program-Irrigation	826.55
0	12/15/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	3,038.75
0	12/15/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	154.85
0	12/15/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	4,238.01
0	12/15/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	1,587.17
0	12/15/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	6,777.64
0	12/15/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	6,092.60
0	12/15/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Park Renewal Program	154.85
Contractor Payments Total:						32,834.62
84016	12/07/2016	Park Renewal 2011	Lighting Fixtures	Killmer Electric Co., Inc.	Lighting Fixtures	5,489.25
Lighting Fixtures Total:						5,489.25
Fund Total:						56,949.37
84164	12/22/2016	Pathway Maintenance Fund	Operating Supplies	Fra-Dor Inc.	Black Dirt	100.00
84165	12/22/2016	Pathway Maintenance Fund	Operating Supplies	Goodpointe Technology, Inc. (c/o Z	Pavement Condition Survey Project	1,750.00
84124	12/15/2016	Pathway Maintenance Fund	Operating Supplies	Ron Kassa Construction, Inc.	Road Construction	7,318.90
84124	12/15/2016	Pathway Maintenance Fund	Operating Supplies	Ron Kassa Construction, Inc.	Road Construction	331.20
84124	12/15/2016	Pathway Maintenance Fund	Operating Supplies	Ron Kassa Construction, Inc.	Road Construction	5,340.70
Operating Supplies Total:						14,840.80
Fund Total:						14,840.80
0	12/07/2016	Police - DWI Enforcement	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	31.10
Federal Income Tax Total:						31.10
0	12/07/2016	Police - DWI Enforcement	FICA Employee Ded	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	4.34

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded Total:	4.34
0	12/07/2016	Police - DWI Enforcement	FICA Employer Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	4.34
					FICA Employer Share Total:	4.34
84031	12/07/2016	Police - DWI Enforcement	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	2.44
					HSA Employee Total:	2.44
84031	12/07/2016	Police - DWI Enforcement	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Emplo	21.22
					HSA Employer Total:	21.22
84265	01/04/2017	Police - DWI Enforcement	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	1.63
					Long Term Disability Total:	1.63
0	12/07/2016	Police - DWI Enforcement	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	3.56
					MN State Retirement Total:	3.56
0	12/07/2016	Police - DWI Enforcement	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDCP De	26.51
					MNDCP Def Comp Total:	26.51
0	12/07/2016	Police - DWI Enforcement	PERA	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	38.45
					PERA Total:	38.45
0	12/07/2016	Police - DWI Enforcement	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	57.66
					PERA Employer Share Total:	57.66
84303	01/10/2017	Police - DWI Enforcement	Professional Services	Baycom, Inc	Arbitrator w/Battery	925.00
0	01/10/2017	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	PD Squad DVD Copying	2,083.33
0	12/15/2016	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture	122.50
0	12/07/2016	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Squad DVD Copying	2,083.33
84082	12/15/2016	Police - DWI Enforcement	Professional Services	Grabar Voice and Data, Inc.	SpeechMike Premium Maintenance A	800.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						6,014.16
0	12/07/2016	Police - DWI Enforcement	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	11.89
State Income Tax Total:						11.89
0	12/07/2016	Police - DWI Enforcement	Union Dues	LELS	PR Batch 00001.12.2016 Lels Union	5.20
Union Dues Total:						5.20
Fund Total:						6,222.50
84265	01/04/2017	Police Grants	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	0.75
83957	12/01/2016	Police Grants	Life Ins. Employer	LINA	Life Insurance Premium	0.75
Life Ins. Employer Total:						1.50
83957	12/01/2016	Police Grants	Long Term Disability	LINA	Life Insurance Premium	2.34
Long Term Disability Total:						2.34
84184	12/22/2016	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	41.80
Medical Ins Employer Total:						41.80
Fund Total:						45.64
0	12/15/2016	Police Equitable Sharing Funds	Operating Supplies	Home Depot- CC	Fire Extinguisher Spray	214.16
84015	12/07/2016	Police Equitable Sharing Funds	Operating Supplies	Keeps Inc	Riot Gear	463.84
0	01/11/2017	Police Equitable Sharing Funds	Operating Supplies	North American Rescue-CC	Tourniquets	488.40
0	12/15/2016	Police Equitable Sharing Funds	Operating Supplies	Streicher's	Riot Helmets	269.98
0	12/15/2016	Police Equitable Sharing Funds	Operating Supplies	Streicher's	Rifle Scopes	864.00
0	12/15/2016	Police Equitable Sharing Funds	Operating Supplies	Streicher's	Reloadable Training Round Kit	997.92
0	12/15/2016	Police Equitable Sharing Funds	Operating Supplies	Streicher's	Canister Filter	1,127.99
0	12/07/2016	Police Equitable Sharing Funds	Operating Supplies	Streicher's	Riot Gear	2,240.00
0	12/07/2016	Police Equitable Sharing Funds	Operating Supplies	Streicher's	Riot Gear	274.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Operating Supplies Total:						6,941.24
Fund Total:						6,941.24
0	12/15/2016	Police Forfeiture Fund	Professional Services	Streicher's	Credit	-8,778.00
84370	01/12/2017	Police Forfeiture Fund	Professional Services	Verizon Wireless	Cell Phones	86.34
84145	12/15/2016	Police Forfeiture Fund	Professional Services	Verizon Wireless	Cell Phones	70.02
Professional Services Total:						-8,621.64
Fund Total:						-8,621.64
0	01/03/2017	Police Vehicle Revolving	Capital Outlay	Amazon.com- CC	CIP Tactical Supplies	117.82
0	01/03/2017	Police Vehicle Revolving	Capital Outlay	CPGroup Inc-CC	helmet	311.74
0	01/03/2017	Police Vehicle Revolving	Capital Outlay	CPGroup Inc-CC	Helmet	311.74
0	01/03/2017	Police Vehicle Revolving	Capital Outlay	PayPal-CC	SWAT Tactical Gear	598.00
0	12/07/2016	Police Vehicle Revolving	Capital Outlay	Sirchie	Latent Print Dusting Stat	3,235.00
0	12/15/2016	Police Vehicle Revolving	Capital Outlay	Streicher's	Rifle Scope	9,072.00
Capital Outlay Total:						13,646.30
84083	12/15/2016	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Squad Car Improvements	861.70
Vehicles & Equipment Total:						861.70
Fund Total:						14,508.00
84368	01/12/2017	Public Works Vehicle Revolving	Public Works Vehicles	Truck Utilities, Inc.	Crane Body Installation	50,386.00
Public Works Vehicles Total:						50,386.00
Fund Total:						50,386.00
0	12/15/2016	Recreation Donations	Operating Supplies	Sherwin Williams - CC	Paint Supplies	55.15
0	12/15/2016	Recreation Donations	Operating Supplies	Sherwin Williams	Paint Supplies	79.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Operating Supplies Total:						134.15
Fund Total:						134.15
84069	12/15/2016	Recreation Fund	Advertising	City Pages-Minneapolis	Oval Advertising	300.00
84097	12/15/2016	Recreation Fund	Advertising	Lillie Suburban Newspaper Inc	ROP Holiday Wrap-Acct: 2609	381.00
84220	12/29/2016	Recreation Fund	Advertising	Lillie Suburban Newspaper Inc	Holiday Ad-111404-00003	190.48
84022	12/07/2016	Recreation Fund	Advertising	Midwest Art Fairs	Calendar Listing Arts @ the Oval	25.00
84229	12/29/2016	Recreation Fund	Advertising	Pioneer Press	HANC Advertising	175.00
Advertising Total:						1,071.48
84059	12/15/2016	Recreation Fund	Building Rental	Safa Abualreesh	Damage Deposit Refund	200.00
84099	12/15/2016	Recreation Fund	Building Rental	Norma Loera	Damage Deposit Refund	300.00
Building Rental Total:						500.00
0	12/22/2016	Recreation Fund	Clothing	John Brown	Apparel Reimbursement Per Union C	139.07
84357	01/12/2017	Recreation Fund	Clothing	SS Design Promotional Products, I	Clothing	831.74
Clothing Total:						970.81
84213	12/29/2016	Recreation Fund	Computer Equipment	HP INC.	Dock	102.06
84213	12/29/2016	Recreation Fund	Computer Equipment	HP INC.	Computer Supplies	1,074.21
0	12/29/2016	Recreation Fund	Computer Equipment	SHI International Corp	Windows Platform	332.00
Computer Equipment Total:						1,508.27
84309	01/10/2017	Recreation Fund	Contract Maintenance	Cool Air Mechanical, Inc.	Emergency Pump Repair	6,394.56
84072	12/15/2016	Recreation Fund	Contract Maintenance	Cool Air Mechanical, Inc.	Test Bottles	84.75
0	01/03/2017	Recreation Fund	Contract Maintenance	Ebay Inc-CC	Fire Alarm Pull	64.45
84329	01/12/2017	Recreation Fund	Contract Maintenance	Kath Heating, Air Conditioning 7 E	Misc Parts	265.00
83959	12/01/2016	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-November	1,030.63
84171	12/22/2016	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	1,030.63
0	01/03/2017	Recreation Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	247.86
84343	01/12/2017	Recreation Fund	Contract Maintenance	Northern Power Products Inc.	Governor...Core	564.01
0	01/04/2017	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	180.00
84364	01/12/2017	Recreation Fund	Contract Maintenance	Trane U.S. Inc.	Installation, Repair-Oval Banquet Are	1,585.16
84292	01/04/2017	Recreation Fund	Contract Maintenance	Tri Tech Dispensing, Inc.	Beverage Cooler Repair	150.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						11,597.05
83959	12/01/2016	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning-November	834.63
84171	12/22/2016	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	834.63
Contract Maintenance Total:						1,669.26
0	01/03/2017	Recreation Fund	Credit Card Fees	US Bank-Non Bank	November Terminal Charges	106.03
0	12/07/2016	Recreation Fund	Credit Card Fees	US Bank-Non Bank	October Terminal Charges	323.40
Credit Card Fees Total:						429.43
0	01/11/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00004.01.2017 Federal Incc	83.15
0	01/04/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	931.79
0	01/04/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	5,302.94
0	12/13/2016	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00007.12.2016 Federal Incc	21.06
0	12/21/2016	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	5,379.61
0	12/07/2016	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	5,115.19
Federal Income Tax Total:						16,833.74
84092	12/15/2016	Recreation Fund	Fee Program Revenue	Lisa Laborg	Dance Costume Refund	60.00
84183	12/22/2016	Recreation Fund	Fee Program Revenue	Juventina Navarro	Damage Deposit Refund	125.00
84037	12/07/2016	Recreation Fund	Fee Program Revenue	Wooseok Song	Dance Costume Refund	60.00
84043	12/07/2016	Recreation Fund	Fee Program Revenue	Marie Thomalla	Dance Costume Payment Refund	20.00
84054	12/07/2016	Recreation Fund	Fee Program Revenue	Cindy Wilcox	Dance Costume Refund	60.00
Fee Program Revenue Total:						325.00
0	01/11/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00004.01.2017 FICA Empl	52.08
0	01/11/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00004.01.2017 Medicare E	12.18
0	01/04/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	839.40
0	01/04/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	120.83
0	01/04/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	3,560.56
0	01/04/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	516.63
0	12/13/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00007.12.2016 FICA Empl	19.70
0	12/13/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00007.12.2016 Medicare E	4.61
0	12/21/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	900.07
0	12/21/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	3,563.62
0	12/07/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	881.81
0	12/07/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	3,768.38

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
FICA Employee Ded. Total:						14,239.87
0	01/11/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00004.01.2017 Medicare E	12.18
0	01/11/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00004.01.2017 FICA Empl	52.08
0	01/04/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	3,560.56
0	01/04/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	516.63
0	01/04/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	120.83
0	01/04/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	839.40
0	12/13/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00007.12.2016 Medicare E	4.61
0	12/13/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00007.12.2016 FICA Empl	19.70
0	12/21/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	900.07
0	12/21/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	3,563.62
0	12/07/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	3,768.38
0	12/07/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	881.81
FICA Employers Share Total:						14,239.87
0	12/07/2016	Recreation Fund	Financial Support	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 MN DOR W	189.70
Financial Support Total:						189.70
84296	01/04/2017	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	1,165.74
84296	01/04/2017	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	219.72
84013	12/07/2016	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Empl	1,378.00
HRA Employer Total:						2,763.46
84299	01/04/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	220.99
84299	01/04/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	53.43
84187	12/22/2016	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Empl	200.39
84031	12/07/2016	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	200.39
HSA Employee Total:						675.20
84299	01/04/2017	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Empl	618.13
84299	01/04/2017	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Empl	89.28
84031	12/07/2016	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Empl	695.00
HSA Employer Total:						1,402.41
0	01/04/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.01.2017 ICMA Defe	455.39

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/04/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	96.48
0	12/22/2016	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.12.2016 ICMA Defe	550.00
0	12/07/2016	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.12.2016 ICMA Defe	550.00
ICMA Def Comp Total:						1,651.87
84265	01/04/2017	Recreation Fund	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	69.40
83957	12/01/2016	Recreation Fund	Life Ins. Employee	LINA	Life Insurance Premium	69.40
Life Ins. Employee Total:						138.80
84265	01/04/2017	Recreation Fund	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	57.60
83957	12/01/2016	Recreation Fund	Life Ins. Employer	LINA	Life Insurance Premium	57.60
Life Ins. Employer Total:						115.20
84265	01/04/2017	Recreation Fund	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	172.79
83957	12/01/2016	Recreation Fund	Long Term Disability	LINA	Life Insurance Premium	195.75
Long Term Disability Total:						368.54
84184	12/22/2016	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	1,157.26
Medical Ins Employee Total:						1,157.26
84184	12/22/2016	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	7,202.51
Medical Ins Employer Total:						7,202.51
0	01/03/2017	Recreation Fund	Memberships & Subscriptions	Amazon.com- CC	Membership Dues	99.00
0	12/15/2016	Recreation Fund	Memberships & Subscriptions	DMX, Inc.	Skating Center Music	165.69
0	01/03/2017	Recreation Fund	Memberships & Subscriptions	Mn Dept of Labor-CC	License Fee-Bartholomew	20.00
83964	12/01/2016	Recreation Fund	Memberships & Subscriptions	MRPA	Basketball Team Registrations	720.00
83964	12/01/2016	Recreation Fund	Memberships & Subscriptions	MRPA	Fall State Softball Tournament Berth	170.00
Memberships & Subscriptions Total:						1,174.69
0	01/04/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	70.25
0	01/04/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	403.36
0	12/21/2016	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	431.04
0	12/07/2016	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	429.27

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						1,333.92
0	01/04/2017	Recreation Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDP De	1,051.21
0	01/04/2017	Recreation Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDP De	265.83
0	12/21/2016	Recreation Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MNDP De	1,260.31
0	12/07/2016	Recreation Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDP De	1,308.41
MNDP Def Comp Total:						3,885.76
83979	12/01/2016	Recreation Fund	Non Fee Program Revenue	St. John The Baptist Church	Program Fee Refund for Absent Stud	15.00
83981	12/01/2016	Recreation Fund	Non Fee Program Revenue	Rebecca Stoltz	Holiday Craft Fair Refund	65.00
Non Fee Program Revenue Total:						80.00
0	01/11/2017	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	190.00
0	01/11/2017	Recreation Fund	Office Supplies	Office Depot- CC	Paper	157.10
0	12/15/2016	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	162.47
Office Supplies Total:						509.57
0	01/11/2017	Recreation Fund	Operating Supplies	1000 Bulbs.com-CC	Bulbs	80.63
0	12/15/2016	Recreation Fund	Operating Supplies	1000 Bulbs.com-CC	Lighting Supplies	103.97
84316	01/12/2017	Recreation Fund	Operating Supplies	AIA Services, LLC	T-Shirts	596.52
0	01/03/2017	Recreation Fund	Operating Supplies	Aldi-CC	Spook-Tacular Supplies	1.79
0	01/11/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Inadvertant Personal Purchase. Repai	19.99
0	12/15/2016	Recreation Fund	Operating Supplies	Amazon.com- CC	Keyboard, Screen Protector	52.98
0	12/29/2016	Recreation Fund	Operating Supplies	Caitlin Barrett	Program Supplies Reimbursement	70.31
0	12/29/2016	Recreation Fund	Operating Supplies	Caitlin Barrett	Program Supplies Reimbursement	7.57
0	01/03/2017	Recreation Fund	Operating Supplies	Bed Bath & Beyond-CC	Tea Lights	14.99
0	01/03/2017	Recreation Fund	Operating Supplies	Best Buy- CC	Sandisk	53.55
0	12/15/2016	Recreation Fund	Operating Supplies	Blick Art Materials-CC	HANC Program Supplies	18.93
0	01/03/2017	Recreation Fund	Operating Supplies	Byerly's- CC	HANC Supplies	27.12
0	12/29/2016	Recreation Fund	Operating Supplies	Deborah Cash	Program Supplies Reimbursement	37.68
0	12/29/2016	Recreation Fund	Operating Supplies	Deborah Cash	Program Supplies Reimbursement	141.10
0	12/15/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Fall Camp Supplies	75.90
0	01/03/2017	Recreation Fund	Operating Supplies	Davis Lock & Safe-CC	Fire Station Office Key	5.00
0	01/03/2017	Recreation Fund	Operating Supplies	Davis Lock & Safe-CC	Keys	56.00
84076	12/15/2016	Recreation Fund	Operating Supplies	Emergency Medical Products, Inc.	Hot/Cold Gel, Metrex Cavicide	43.75
84076	12/15/2016	Recreation Fund	Operating Supplies	Emergency Medical Products, Inc.	Hot/Cold Gel, Metrex Cavicide	32.00
0	01/11/2017	Recreation Fund	Operating Supplies	Epic Sports-CC	Broomball Supplies	163.94
0	01/11/2017	Recreation Fund	Operating Supplies	Fastenal-CC	Zinc Fenders	41.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/11/2017	Recreation Fund	Operating Supplies	Fed Ex Kinko's-CC	Poster Laminating	44.42
0	01/03/2017	Recreation Fund	Operating Supplies	Ferguson Enterprises Inc.-CC	Meter Supplies	31.49
0	12/15/2016	Recreation Fund	Operating Supplies	Ferguson Enterprises Inc.-CC	SS Liquid Fill	231.57
0	01/04/2017	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	30.00
0	01/04/2017	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	546.10
0	12/15/2016	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	236.40
0	12/15/2016	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	249.20
0	01/03/2017	Recreation Fund	Operating Supplies	Frattallones-CC	Bungee Cords	10.26
0	12/15/2016	Recreation Fund	Operating Supplies	Frattallones-CC	Spook-Tacular Supplies	39.82
0	01/03/2017	Recreation Fund	Operating Supplies	Gary Carlson Equip-CC	Tie Down Strap	40.00
0	12/15/2016	Recreation Fund	Operating Supplies	Goodwill-CC	HANC Supplies	14.99
0	01/12/2017	Recreation Fund	Operating Supplies	Grainger Inc	Flashlight	10.21
0	12/15/2016	Recreation Fund	Operating Supplies	Grainger Inc	Electronic Ballasts	54.41
0	12/15/2016	Recreation Fund	Operating Supplies	Grainger Inc	Cable Ties	64.30
0	12/15/2016	Recreation Fund	Operating Supplies	Grainger Inc	Lamp Holder	15.10
0	12/29/2016	Recreation Fund	Operating Supplies	Ann Hamilton	Program Supplies Reimbursement	348.67
0	12/29/2016	Recreation Fund	Operating Supplies	Ann Hamilton	Program Supplies Reimbursement	14.04
0	12/29/2016	Recreation Fund	Operating Supplies	Ann Hamilton	Program Supplies Reimbursement	10.78
0	12/15/2016	Recreation Fund	Operating Supplies	Handy Industries-CC	Supplies	48.65
84324	01/12/2017	Recreation Fund	Operating Supplies	Hermel Foodservice	Concession Items	564.48
84261	01/04/2017	Recreation Fund	Operating Supplies	Hermel Foodservice	Concession Items	1,063.91
84261	01/04/2017	Recreation Fund	Operating Supplies	Hermel Foodservice	Concession Items	83.53
84261	01/04/2017	Recreation Fund	Operating Supplies	Hermel Foodservice	Concession Items	916.36
84084	12/15/2016	Recreation Fund	Operating Supplies	Hermel Foodservice	Concession Items	65.64
84084	12/15/2016	Recreation Fund	Operating Supplies	Hermel Foodservice	Concession Items	1,026.52
0	12/15/2016	Recreation Fund	Operating Supplies	Hobby Lobby-CC	HANC Program Supplies	42.53
0	01/03/2017	Recreation Fund	Operating Supplies	Home Depot- CC	Screws, Washers	10.24
0	01/03/2017	Recreation Fund	Operating Supplies	Home Depot- CC	Drill Bit	5.72
0	12/15/2016	Recreation Fund	Operating Supplies	Home Depot- CC	Supplies for Stairs	46.59
0	12/15/2016	Recreation Fund	Operating Supplies	Home Depot- CC	Hayride Supplies	17.21
0	12/15/2016	Recreation Fund	Operating Supplies	Home Depot- CC	Stair Treads Tool	246.43
0	12/15/2016	Recreation Fund	Operating Supplies	Home Depot- CC	Silicone	71.92
84327	01/12/2017	Recreation Fund	Operating Supplies	Ice Skating Institute	Badges	26.04
84327	01/12/2017	Recreation Fund	Operating Supplies	Ice Skating Institute	Badges	5.47
0	01/03/2017	Recreation Fund	Operating Supplies	Joe Senses-CC	Fall Softball Champion Prizes	75.00
0	12/29/2016	Recreation Fund	Operating Supplies	Laura Kvasnicka	Program Supplies Reimbursement	26.64
0	12/15/2016	Recreation Fund	Operating Supplies	Lakeshore Learning- CC	HANC Supplies	17.97
0	12/15/2016	Recreation Fund	Operating Supplies	Lakeshore Learning- CC	HANC Supplies	39.98
0	12/15/2016	Recreation Fund	Operating Supplies	Lakeshore Learning- CC	HANC Supplies	25.00
0	01/03/2017	Recreation Fund	Operating Supplies	Litin Party & Paper-CC	HANC Program Supplies	37.72
0	01/03/2017	Recreation Fund	Operating Supplies	Menards-CC	CRedit	-32.26
0	12/15/2016	Recreation Fund	Operating Supplies	Menards-CC	Bases for Hayride Lights	184.93
0	01/03/2017	Recreation Fund	Operating Supplies	Michaels-CC	HANC Program Supplies	10.69
0	12/15/2016	Recreation Fund	Operating Supplies	Michaels-CC	Yarn for Oval Lines	10.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/11/2017	Recreation Fund	Operating Supplies	Mike's Pro Shop-CC	Softball Trophy	21.43
0	01/03/2017	Recreation Fund	Operating Supplies	Mills Fleet Farm-CC	Corner Brace, Screws, Anchors	13.72
0	01/03/2017	Recreation Fund	Operating Supplies	Mills Fleet Farm-CC	Paint Supplies	69.94
84109	12/15/2016	Recreation Fund	Operating Supplies	Mulcahy Company	Coil Nozzle & Grommet	118.01
0	12/15/2016	Recreation Fund	Operating Supplies	North Hgts Hardware Hank-CC	Breech Snap	28.64
0	01/03/2017	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	21.41
0	01/03/2017	Recreation Fund	Operating Supplies	O'Reilly Automotive- CC	Auto Parts	25.97
0	01/03/2017	Recreation Fund	Operating Supplies	Pamasco-CC	Tank Lid Kit	21.47
0	12/15/2016	Recreation Fund	Operating Supplies	Park Supply of America, Inc.	Plumbing Supplies	38.22
0	01/11/2017	Recreation Fund	Operating Supplies	Party City-CC	Seasonal Supplies	9.62
0	01/11/2017	Recreation Fund	Operating Supplies	PetSmart-CC	Animal Food	99.49
84346	01/12/2017	Recreation Fund	Operating Supplies	Proforma	Clothing Supplies	59.98
84346	01/12/2017	Recreation Fund	Operating Supplies	Proforma	Clothing Supplies	329.50
84346	01/12/2017	Recreation Fund	Operating Supplies	Proforma	Clothing Supplies	498.08
84346	01/12/2017	Recreation Fund	Operating Supplies	Proforma	Clothing Supplies	300.00
84346	01/12/2017	Recreation Fund	Operating Supplies	Proforma	Clothing Supplies	200.00
84346	01/12/2017	Recreation Fund	Operating Supplies	Proforma	Clothing Supplies	63.34
84346	01/12/2017	Recreation Fund	Operating Supplies	Proforma	Clothing Supplies	823.42
84346	01/12/2017	Recreation Fund	Operating Supplies	Proforma	Clothing Supplies	31.67
84346	01/12/2017	Recreation Fund	Operating Supplies	Proforma	Clothing Supplies	199.50
0	12/15/2016	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Belt	65.20
0	01/11/2017	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Concession Supplies	226.52
0	12/15/2016	Recreation Fund	Operating Supplies	Revolution Dancewear-CC	Ice Show Costumes	113.98
0	01/11/2017	Recreation Fund	Operating Supplies	Savoy Pizza-CC	No Receipt-K. Elm	48.91
0	12/29/2016	Recreation Fund	Operating Supplies	Pam Schweitzer	Program Supplies Reimbursement	17.73
0	01/03/2017	Recreation Fund	Operating Supplies	Score Sports-CC	Youth Soccer Supplies	955.25
84284	01/04/2017	Recreation Fund	Operating Supplies	Shamrock Group	Beverages	216.50
84284	01/04/2017	Recreation Fund	Operating Supplies	Shamrock Group	Beverages	25.71
84128	12/15/2016	Recreation Fund	Operating Supplies	Shamrock Group	Concession Items	842.70
84128	12/15/2016	Recreation Fund	Operating Supplies	Shamrock Group	Concession Items	345.20
0	12/15/2016	Recreation Fund	Operating Supplies	Shoreview Park & Rec-CC	Fall Camp	80.90
0	01/03/2017	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Dance Cabinet Lock	7.49
0	01/03/2017	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Elbow	2.58
0	01/03/2017	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Cap	1.38
0	12/15/2016	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Supplies	10.34
0	12/15/2016	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Stair Tread Supplies, Spring Snap	33.21
0	01/11/2017	Recreation Fund	Operating Supplies	Target- CC	Gymnastics Supplies	18.99
0	01/03/2017	Recreation Fund	Operating Supplies	Target- CC	No Receipt-D. Cash	107.08
0	01/03/2017	Recreation Fund	Operating Supplies	Target- CC	HANC Spooktacular Supplies	26.33
0	01/03/2017	Recreation Fund	Operating Supplies	Target- CC	Camera Batteries	22.49
0	01/03/2017	Recreation Fund	Operating Supplies	Target- CC	HANC Supplies	8.43
0	01/03/2017	Recreation Fund	Operating Supplies	Target- CC	Credit	-4.22
0	12/15/2016	Recreation Fund	Operating Supplies	Target- CC	HANC Supplies	39.92
84241	12/29/2016	Recreation Fund	Operating Supplies	Bruce Ueland	Program Supplies Reimbursement	38.49

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84050	12/07/2016	Recreation Fund	Operating Supplies	Universal Athletic Service, Inc.	Softballs	4,223.04
0	01/03/2017	Recreation Fund	Operating Supplies	US Plastics - CC	Plexiglass Cleaning Supplies	27.72
0	01/03/2017	Recreation Fund	Operating Supplies	Walmart-CC	Park Building Supplies	82.25
0	12/15/2016	Recreation Fund	Operating Supplies	Walmart-CC	Distilled Water	8.80
84294	01/04/2017	Recreation Fund	Operating Supplies	Watson Company	Concession Supplies	158.48
Operating Supplies Total:						18,999.00
84239	12/29/2016	Recreation Fund	Other services	T Mobile	Cell Phones-Acct: 876644423	8.83
84239	12/29/2016	Recreation Fund	Other services	T Mobile	Cell Phones-Acct: 876644423	116.23
84041	12/07/2016	Recreation Fund	Other services	T Mobile	Cell Phones-Acct: 876644423	16.66
Other services Total:						141.72
0	01/04/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	3,065.09
0	01/04/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	431.30
0	12/13/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00007.12.2016 Pera Emplo	20.65
0	12/21/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	3,064.16
0	12/07/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	3,200.20
PERA Employee Ded Total:						9,781.40
0	01/04/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	431.30
0	01/04/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	3,091.01
0	01/04/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	463.58
0	01/04/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	66.36
0	12/13/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00007.12.2016 Pera Emplo	20.65
0	12/13/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00007.12.2016 Pera additio	3.18
0	12/21/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	471.42
0	12/21/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	3,064.16
0	12/07/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	3,200.20
0	12/07/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	492.34
PERA Employer Share Total:						11,304.20
84141	12/15/2016	Recreation Fund	Petty Cash	US Bank	Skate Center Petty Cash Fund Increas	500.00
Petty Cash Total:						500.00
84117	12/15/2016	Recreation Fund	Postage	Postmaster	Brochure Postage-Acct: 2437	6,300.00

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Postage Total:						6,300.00
84174	12/22/2016	Recreation Fund	Prepaid Expenses	MASS/MRPA	Training Registration-L. Deal	25.00
84132	12/15/2016	Recreation Fund	Prepaid Expenses	Team Sideline, Inc.	Annual Subscription-2017	599.00
Prepaid Expenses Total:						624.00
0	01/11/2017	Recreation Fund	Printing	Office Depot- CC	Paper	24.09
Printing Total:						24.09
83940	12/01/2016	Recreation Fund	Professional Services	AARP	AARP Driving Class	495.00
84318	01/12/2017	Recreation Fund	Professional Services	Sami Banat	Speedskating Instructor	90.00
84319	01/12/2017	Recreation Fund	Professional Services	Angela Benes	Tap Instruction	450.00
84206	12/29/2016	Recreation Fund	Professional Services	Ricardo Castillo	Basketball Scorekeeping	132.00
83996	12/07/2016	Recreation Fund	Professional Services	Champion Youth	Safety Awareness Instruction	1,656.00
84320	01/12/2017	Recreation Fund	Professional Services	Shane Donohue	Ski Waxing	110.00
84079	12/15/2016	Recreation Fund	Professional Services	Fun Characters	Face Painting Service	30.00
84322	01/12/2017	Recreation Fund	Professional Services	McKinley Hanson	Speedskating Instructor	80.00
84323	01/12/2017	Recreation Fund	Professional Services	Kathryn Herman	Speedskating Instructor	90.00
84328	01/12/2017	Recreation Fund	Professional Services	Adam Johnson	Speedskating Instructor	80.00
84330	01/12/2017	Recreation Fund	Professional Services	Kidcreate Studio	Canvas & Clay	432.00
0	12/15/2016	Recreation Fund	Professional Services	Daniel Kuch	Community Band Director-Sept-Dec	500.00
0	12/22/2016	Recreation Fund	Professional Services	Daniel Kuch	Community Band Director- July-Sept	500.00
83956	12/01/2016	Recreation Fund	Professional Services	Jessica Lee	Ensemble Music Classes-Fall 2016	2,524.50
0	12/15/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	1,120.00
0	12/15/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	1,120.00
0	12/29/2016	Recreation Fund	Professional Services	Willie McCray	Officiating Service	1,120.00
84334	01/12/2017	Recreation Fund	Professional Services	Metro Sound & Lighting, Inc.	Ampitheater Sound System Repair	160.00
0	01/04/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	57.00
0	12/01/2016	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,311.00
0	12/01/2016	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	741.00
0	12/15/2016	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,339.50
0	12/15/2016	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,054.50
0	12/29/2016	Recreation Fund	Professional Services	Metro Volleyball Officials	Officiating Service	712.50
84335	01/12/2017	Recreation Fund	Professional Services	Colton Mishek	Speedskating Instructor	90.00
84341	01/12/2017	Recreation Fund	Professional Services	New Brighton Parks/Recreation	Senior Skyrock Trip	684.00
84341	01/12/2017	Recreation Fund	Professional Services	New Brighton Parks/Recreation	Senior Holiday Lights Trip	2,128.00
84341	01/12/2017	Recreation Fund	Professional Services	New Brighton Parks/Recreation	Senior Duluth Trip	1,968.00
83966	12/01/2016	Recreation Fund	Professional Services	Bob Nielsen	Band Van Loading/Unloading	40.00
0	12/15/2016	Recreation Fund	Professional Services	Kali Norton	Basketball Scorekeeper	96.00
84226	12/29/2016	Recreation Fund	Professional Services	Obssa Omar	Basketball Scorekeeping	88.00

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84344	01/12/2017	Recreation Fund	Professional Services	Melanie Pankow	Speedskating Instructor	90.00
0	01/12/2017	Recreation Fund	Professional Services	Susan Perry	Yoga Instruction	485.10
0	12/01/2016	Recreation Fund	Professional Services	Susan Perry	Yoga Instruction	309.12
84345	01/12/2017	Recreation Fund	Professional Services	Kristy Petersen	Gymnastics Instructor	675.75
84228	12/29/2016	Recreation Fund	Professional Services	Jaclyn Petersen	Gymnastics Instruction	345.00
84230	12/29/2016	Recreation Fund	Professional Services	Bill Pringle	Basketball Scorekeeping	144.00
84237	12/29/2016	Recreation Fund	Professional Services	George Sigstad	Basketball Scorekeeping	162.00
84038	12/07/2016	Recreation Fund	Professional Services	St. Anthony-New Brighton Comm.	Field Trip Transportation	1,672.65
84363	01/12/2017	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	Window Washing	2,500.00
84363	01/12/2017	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	Park Buildings Cleaning	3,855.60
84363	01/12/2017	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	Park Buildings Cleaning	3,855.60
84133	12/15/2016	Recreation Fund	Professional Services	Charice Thomas	Basketball Scorekeeping	88.00
0	12/15/2016	Recreation Fund	Professional Services	Dana Weigman	Community Band Librarian Jan-Dec	468.00
0	01/11/2017	Recreation Fund	Professional Services	When I Work-CC	Monthly Charge	49.00
0	12/29/2016	Recreation Fund	Professional Services	Youth Enrichment League, Corp.	Lego Class	456.00
Professional Services Total:						36,154.82
84321	01/12/2017	Recreation Fund	Rental	Gary Carlson Equipment, Corp.	Heater Tank Refill	474.00
84115	12/15/2016	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom Rental	220.00
84281	01/04/2017	Recreation Fund	Rental	Roseville Area Schools-Attn: K Ro	Leased Storage Space-Fairview Comr	4,012.50
Rental Total:						4,706.50
0	01/03/2017	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	1,331.99
0	12/07/2016	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Oct Sales/Use Tax	1,941.96
Sales Tax Payable Total:						3,273.95
0	01/11/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00004.01.2017 State Incom	17.74
0	01/04/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	374.69
0	01/04/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	2,152.08
0	12/13/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00007.12.2016 State Incom	11.27
0	12/21/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	2,232.61
0	12/07/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	2,108.52
State Income Tax Total:						6,896.91
84239	12/29/2016	Recreation Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	396.29
84041	12/07/2016	Recreation Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	401.24
84145	12/15/2016	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	116.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Telephone Total:						913.89
0	01/11/2017	Recreation Fund	Training	MRPA-CC	Entertainment Jamboree	39.00
Training Total:						39.00
0	01/10/2017	Recreation Fund	Transportation	Steven Anderson	Mileage Reimbursement	172.26
0	01/10/2017	Recreation Fund	Transportation	Jill Anfang	Mileage Reimbursement	430.92
83944	12/01/2016	Recreation Fund	Transportation	Barthel Charter, Inc.	Senior Trip Transportation	625.00
83991	12/07/2016	Recreation Fund	Transportation	Barthel Charter, Inc.	Senior Trip Transportatioin	525.00
84311	01/10/2017	Recreation Fund	Transportation	Lauren Deal	Mileage Reimbursement	172.80
0	12/29/2016	Recreation Fund	Transportation	Ann Hamilton	Mileage Reimbursement	25.38
0	01/04/2017	Recreation Fund	Transportation	Lake Johnson	Mileage Reimbursement	177.82
84341	01/12/2017	Recreation Fund	Transportation	New Brighton Parks/Recreation	Senior Skyrock Trip	304.00
0	01/12/2017	Recreation Fund	Transportation	Rick Schultz	Mileage Reimbursement	29.70
84038	12/07/2016	Recreation Fund	Transportation	St. Anthony-New Brighton Comm.	Field Trip Transportation	464.00
Transportation Total:						2,926.88
0	01/04/2017	Recreation Fund	Union Dues Deduction	LELS	PR Batch 00001.01.2017 Lels Union	4.14
84297	01/04/2017	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Union	83.41
84297	01/04/2017	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Union	18.59
84018	12/07/2016	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.12.2016 IOUE Union	102.00
0	01/04/2017	Recreation Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.01.2017 Local 320 U	3.43
Union Dues Deduction Total:						211.57
0	12/22/2016	Recreation Fund	Use Tax Payable	Xcel Energy	Sales/Use Tax	-33.11
Use Tax Payable Total:						-33.11
84251	01/04/2017	Recreation Fund	Utilities	Comcast	Business Services	250.06
84251	01/04/2017	Recreation Fund	Utilities	Comcast	Business Services	250.06
84251	01/04/2017	Recreation Fund	Utilities	Comcast	Business Services	235.06
84251	01/04/2017	Recreation Fund	Utilities	Comcast	Business Services	479.62
84070	12/15/2016	Recreation Fund	Utilities	Comcast	Business Services	489.62
84070	12/15/2016	Recreation Fund	Utilities	Comcast	Business Services	235.06
84159	12/22/2016	Recreation Fund	Utilities	Comcast	Business Services	252.77
84000	12/07/2016	Recreation Fund	Utilities	Comcast	Business Services	489.62
84000	12/07/2016	Recreation Fund	Utilities	Comcast	Business Services	235.06
84000	12/07/2016	Recreation Fund	Utilities	Comcast	Business Services	235.06

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/12/2017	Recreation Fund	Utilities	Xcel Energy	Nature Center	897.14
0	12/15/2016	Recreation Fund	Utilities	Xcel Energy	Nature Center	563.62
0	12/22/2016	Recreation Fund	Utilities	Xcel Energy	New Park Buildings	1,001.37
0	12/22/2016	Recreation Fund	Utilities	Xcel Energy	Golf Course	514.70
0	12/29/2016	Recreation Fund	Utilities	Xcel Energy	P&R	37,406.85
Utilities Total:						43,535.67
Fund Total:						232,334.16
84356	01/12/2017	Risk Management	Administrative Claims	SFM	Worker's Comp Claims	23.97
Administrative Claims Total:						23.97
0	12/22/2016	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium-Nov 2016	7,061.92
Employer Insurance Total:						7,061.92
84356	01/12/2017	Risk Management	Fire Department Claims	SFM	Worker's Comp Claims	132.80
Fire Department Claims Total:						132.80
84170	12/22/2016	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: C0020724	4,018.38
84219	12/29/2016	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: C0030114	3,088.60
84219	12/29/2016	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: C0036840	77,616.68
84356	01/12/2017	Risk Management	Police Patrol Claims	SFM	Worker's Comp Claims	1,440.81
84356	01/12/2017	Risk Management	Police Patrol Claims	SFM	Worker's Comp Claims	178.00
Police Patrol Claims Total:						86,342.47
0	12/15/2016	Risk Management	Professional Services	Samba Holdings Inc	Driver Record Monitoring	520.59
84356	01/12/2017	Risk Management	Professional Services	SFM	Worker's Comp Claims	586.00
Professional Services Total:						1,106.59
84356	01/12/2017	Risk Management	Public Works Admin. Claims	SFM	Worker's Comp Claims	1,484.78
Public Works Admin. Claims Total:						1,484.78
84356	01/12/2017	Risk Management	Water Department Claims	SFM	Worker's Comp Claims	178.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Water Department Claims Total:						178.00
Fund Total:						96,330.53
83946	12/01/2016	Sanitary Sewer	Cleveland Lift Station Repl	Bolton & Menk, Inc.	Cleveland Sanitary Sewer	8,407.66
84155	12/22/2016	Sanitary Sewer	Cleveland Lift Station Repl	Bolton & Menk, Inc.	Cleveland Sanitary Sewer	11,545.35
Cleveland Lift Station Repl Total:						19,953.01
84317	01/12/2017	Sanitary Sewer	Clothing	Avenue Shirt Works	Uniform Supplies	211.35
84317	01/12/2017	Sanitary Sewer	Clothing	Avenue Shirt Works	Uniform Supplies	25.22
84317	01/12/2017	Sanitary Sewer	Clothing	Avenue Shirt Works	Uniform Supplies	18.00
Clothing Total:						254.57
0	01/03/2017	Sanitary Sewer	Credit Card Fees	Bluefin Payment Systems-Non Ban	November UB Payments.com Charge	5,163.84
0	12/07/2016	Sanitary Sewer	Credit Card Fees	Bluefin Payment Systems-Non Ban	October UB Payments.com Charges	4,582.22
Credit Card Fees Total:						9,746.06
0	01/04/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	294.42
0	01/04/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	1,326.28
0	12/21/2016	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	1,293.26
0	12/07/2016	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	1,303.60
Federal Income Tax Total:						4,217.56
0	01/04/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	168.36
0	01/04/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	761.64
0	01/04/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare Ei	178.10
0	01/04/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare Ei	39.35
0	12/21/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare Ei	189.01
0	12/21/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	808.03
0	12/07/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	794.48
0	12/07/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare Ei	185.83
FICA Employee Ded. Total:						3,124.80
0	01/04/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	168.36

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/04/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	761.64
0	01/04/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	39.35
0	01/04/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	178.10
0	12/21/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	808.03
0	12/21/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	189.01
0	12/07/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	794.48
0	12/07/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	185.83
FICA Employers Share Total:						3,124.80
84296	01/04/2017	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	54.58
84296	01/04/2017	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	289.92
84013	12/07/2016	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Empl	324.50
HRA Employer Total:						669.00
84299	01/04/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	55.25
84299	01/04/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	11.73
84187	12/22/2016	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Empl	47.13
84031	12/07/2016	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	47.12
HSA Employee Total:						161.23
84299	01/04/2017	Sanitary Sewer	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	99.02
84299	01/04/2017	Sanitary Sewer	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	20.04
84031	12/07/2016	Sanitary Sewer	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Emplo	119.06
HSA Employer Total:						238.12
0	01/04/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	6.30
0	01/04/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	19.95
0	12/22/2016	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.12.2016 ICMA Defe	26.26
0	12/07/2016	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.12.2016 ICMA Defe	26.23
ICMA Def Comp Total:						78.74
84265	01/04/2017	Sanitary Sewer	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	72.96
83957	12/01/2016	Sanitary Sewer	Life Ins. Employee	LINA	Life Insurance Premium	72.93
Life Ins. Employee Total:						145.89
84265	01/04/2017	Sanitary Sewer	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	23.33

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83957	12/01/2016	Sanitary Sewer	Life Ins. Employer	LINA	Life Insurance Premium	23.33
Life Ins. Employer Total:						46.66
84265	01/04/2017	Sanitary Sewer	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	65.94
83957	12/01/2016	Sanitary Sewer	Long Term Disability	LINA	Life Insurance Premium	65.92
Long Term Disability Total:						131.86
84184	12/22/2016	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	1,021.79
Medical Ins Employee Total:						1,021.79
84184	12/22/2016	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	2,707.08
Medical Ins Employer Total:						2,707.08
83998	12/07/2016	Sanitary Sewer	Metro Waste Control Board	City of Lauderdale	4th Quarter PACAL Sewer Payment	831.28
84177	12/22/2016	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Waste Water Service	234,684.83
Metro Waste Control Board Total:						235,516.11
0	01/04/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	129.49
0	01/04/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	25.45
0	12/21/2016	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	135.48
0	12/07/2016	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	133.21
MN State Retirement Total:						423.63
0	01/04/2017	Sanitary Sewer	MND CP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MND CP De	99.74
0	01/04/2017	Sanitary Sewer	MND CP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MND CP De	21.50
0	12/21/2016	Sanitary Sewer	MND CP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MND CP De	121.26
0	12/07/2016	Sanitary Sewer	MND CP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MND CP De	86.24
MND CP Def Comp Total:						328.74
0	12/15/2016	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Leather Gloves	112.08
0	12/29/2016	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Leather Work Gloves	78.00
0	12/29/2016	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Extension Cord-Lighted Ends	68.70
0	12/29/2016	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Leather Gloves	112.08
0	12/07/2016	Sanitary Sewer	Operating Supplies	General Industrial Supply Co.	Anti-Fog Supplies	94.80

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/07/2016	Sanitary Sewer	Operating Supplies	Goodin Corp.	Wrench	76.71
0	12/15/2016	Sanitary Sewer	Operating Supplies	Harbor Freight Tools-CC	Tool Set	59.97
0	12/15/2016	Sanitary Sewer	Operating Supplies	Healtheast-CC	Flashlight	99.84
0	12/01/2016	Sanitary Sewer	Operating Supplies	MacQueen Equipment	Male End	20.66
0	12/29/2016	Sanitary Sewer	Operating Supplies	MacQueen Equipment	Sublet	125.00
0	01/03/2017	Sanitary Sewer	Operating Supplies	Menards-CC	Nitrile Gloves, Electrical Tape	28.80
84027	12/07/2016	Sanitary Sewer	Operating Supplies	Northwest Lasers and Instruments, .	Water Flags	360.00
0	01/03/2017	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Weed Cutter	19.99
0	12/29/2016	Sanitary Sewer	Operating Supplies	Viking Industrial Center	Gloves	165.74
0	01/03/2017	Sanitary Sewer	Operating Supplies	Walmart-CC	Batteries	52.27
Operating Supplies Total:						1,474.64
0	01/04/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	165.44
0	01/04/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	841.67
0	12/21/2016	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	880.43
0	12/07/2016	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	866.10
PERA Employee Ded Total:						2,753.64
0	01/04/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	129.49
0	01/04/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	165.44
0	01/04/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	25.45
0	01/04/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	841.67
0	12/21/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	135.48
0	12/21/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	880.43
0	12/07/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	866.10
0	12/07/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	133.21
PERA Employer Share Total:						3,177.27
0	12/22/2016	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	Water Billing Processing	371.45
0	01/10/2017	Sanitary Sewer	Professional Services	Gopher State One Call	FTP Tickets	59.40
0	12/07/2016	Sanitary Sewer	Professional Services	Gopher State One Call	FTP Tickets	167.85
83975	12/01/2016	Sanitary Sewer	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.45
84196	12/22/2016	Sanitary Sewer	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.44
Professional Services Total:						1,987.59
83952	12/01/2016	Sanitary Sewer	Rental	Gary Carlson Equipment, Corp.	Vertical Mast	105.00

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Rental Total:						105.00
0	01/10/2017	Sanitary Sewer	Sanitary Sewer	City of Maplewood	Sanitary Sewer & Storm Drainage-4tl	47,340.58
Sanitary Sewer Total:						47,340.58
84094	12/15/2016	Sanitary Sewer	Sewer SAC Charges	Lee Homes	SAC Fees Refund-2201 Acorn Road l	2,485.00
84103	12/15/2016	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	SAC Charges-Nov 2016	19,681.20
Sewer SAC Charges Total:						22,166.20
0	01/04/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	122.65
0	01/04/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	551.64
0	12/21/2016	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	551.19
0	12/07/2016	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	544.87
State Income Tax Total:						1,770.35
0	01/03/2017	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	52.00
84239	12/29/2016	Sanitary Sewer	Telephone	T Mobile	Cell Phones-Acct: 771707201	79.98
84041	12/07/2016	Sanitary Sewer	Telephone	T Mobile	Cell Phones-Acct: 771707201	79.98
Telephone Total:						211.96
0	01/03/2017	Sanitary Sewer	Training	U of M-CC	APWA Fall Conference	245.00
Training Total:						245.00
84297	01/04/2017	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Unioi	96.39
84297	01/04/2017	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Unioi	20.92
84018	12/07/2016	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.12.2016 IOUE Unioi	117.29
Union Dues Deduction Total:						234.60
0	01/12/2017	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewer	1,052.19
0	12/15/2016	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	911.83
0	12/29/2016	Sanitary Sewer	Utilities	Xcel Energy	Lift Stations	1,059.65
Utilities Total:						3,023.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						366,380.15
84255	01/04/2017	Singles Program	Operating Supplies	Shirley Detmer	Single Supplies Reimbursement	10.00
84173	12/22/2016	Singles Program	Operating Supplies	Martha Martin	Singles Supplies Reimbursement	147.83
84279	01/04/2017	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	15.00
84034	12/07/2016	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	15.00
Operating Supplies Total:						187.83
Fund Total:						187.83
0	01/04/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	28.47
0	01/04/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	83.33
0	12/21/2016	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	171.89
0	12/07/2016	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	108.82
Federal Income Tax Total:						392.51
0	01/04/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	15.43
0	01/04/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	45.14
0	01/04/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	3.61
0	01/04/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	10.56
0	12/21/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	18.20
0	12/21/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	77.79
0	12/07/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	13.85
0	12/07/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	59.14
FICA Employee Ded. Total:						243.72
0	01/04/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	45.14
0	01/04/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	15.43
0	01/04/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	10.56
0	01/04/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	3.61
0	12/21/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	18.20
0	12/21/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	77.79
0	12/07/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	59.14
0	12/07/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	13.85
FICA Employers Share Total:						243.72

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84265	01/04/2017	Solid Waste Recycle	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	1.44
83957	12/01/2016	Solid Waste Recycle	Life Ins. Employer	LINA	Life Insurance Premium	1.44
Life Ins. Employer Total:						2.88
84265	01/04/2017	Solid Waste Recycle	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	4.86
83957	12/01/2016	Solid Waste Recycle	Long Term Disability	LINA	Life Insurance Premium	4.87
Long Term Disability Total:						9.73
0	01/04/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	1.88
0	01/04/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	7.35
0	12/21/2016	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	12.03
0	12/07/2016	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	8.99
MN State Retirement Total:						30.25
0	01/04/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	47.77
0	01/04/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	12.18
0	12/21/2016	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	78.20
0	12/07/2016	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	58.45
PERA Employee Ded Total:						196.60
0	01/04/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	47.77
0	01/04/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	12.18
0	01/04/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	1.88
0	01/04/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	7.35
0	12/21/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	12.03
0	12/21/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	78.20
0	12/07/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	8.99
0	12/07/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	58.45
PERA Employer Share Total:						226.85
0	12/15/2016	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	35,731.08
84190	12/22/2016	Solid Waste Recycle	Professional Services	Ramsey-Washington Metro	Zero Waste Education	300.00
Professional Services Total:						36,031.08
0	01/04/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	37.51
0	01/04/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	12.81

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/21/2016	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	68.78
0	12/07/2016	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	48.95
State Income Tax Total:						168.05
Fund Total:						37,545.39
84200	12/22/2016	St. Paul Port Authority	Due to Other Governments	St. Paul Port Authority	PACE Assessment Remittance	9,974.97
Due to Other Governments Total:						9,974.97
Fund Total:						9,974.97
84302	01/10/2017	Storm Drainage	Clothing	Avenue Shirt Works	Uniform Supplies	244.47
84302	01/10/2017	Storm Drainage	Clothing	Avenue Shirt Works	Uniform Supplies	76.79
84302	01/10/2017	Storm Drainage	Clothing	Avenue Shirt Works	Uniform Supplies	14.57
84302	01/10/2017	Storm Drainage	Clothing	Avenue Shirt Works	Uniform Supplies	6.00
Clothing Total:						341.83
84250	01/04/2017	Storm Drainage	Contract Maintenance	City of Shoreview	Lift Station Maintenance	2,206.00
84081	12/15/2016	Storm Drainage	Contract Maintenance	Gary Carlson Equipment, Corp.	Pump, Suction Hose	135.00
Contract Maintenance Total:						2,341.00
84093	12/15/2016	Storm Drainage	Contractor Payments	Land Logic, Inc.	Corpus Christi Church Project	1,041.89
84273	01/04/2017	Storm Drainage	Contractor Payments	Outdoor Lab Landscape Design, Inc	Victoria St. Stormwater Pond Mobiliz	14,866.60
83967	12/01/2016	Storm Drainage	Contractor Payments	Outdoor Lab Landscape Design, Inc	Erosion/Landscape Service	19,025.00
83967	12/01/2016	Storm Drainage	Contractor Payments	Outdoor Lab Landscape Design, Inc	Charlie Pond Dredging, Erosion Servi	13,069.96
83967	12/01/2016	Storm Drainage	Contractor Payments	Outdoor Lab Landscape Design, Inc	Crestwood Drainag Service	1,475.00
83974	12/01/2016	Storm Drainage	Contractor Payments	Sandstrom Land Management, LLC	Rain Garden Service	1,400.50
Contractor Payments Total:						50,878.95
0	01/04/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	1,516.05
0	01/04/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	294.05
0	12/21/2016	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	1,422.99
0	12/07/2016	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	1,197.35

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						4,430.44
0	01/04/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	722.72
0	01/04/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	148.19
0	01/04/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	169.04
0	01/04/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	34.68
0	12/21/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	750.35
0	12/21/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	175.47
0	12/07/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	159.15
0	12/07/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	680.63
FICA Employee Ded. Total:						2,840.23
0	01/04/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	34.68
0	01/04/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	169.04
0	01/04/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	722.72
0	01/04/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	148.19
0	12/21/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	750.35
0	12/21/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	175.47
0	12/07/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	680.63
0	12/07/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	159.15
FICA Employers Share Total:						2,840.23
84296	01/04/2017	Storm Drainage	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	96.72
84296	01/04/2017	Storm Drainage	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	17.05
84013	12/07/2016	Storm Drainage	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Empl	113.73
HRA Employer Total:						227.50
84299	01/04/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	60.81
84299	01/04/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	12.91
84187	12/22/2016	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Empl	53.85
84031	12/07/2016	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	53.85
HSA Employee Total:						181.42
84299	01/04/2017	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Empl	31.05
84299	01/04/2017	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Empl	186.07
84031	12/07/2016	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Empl	147.09

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
HSA Employer Total:						364.21
0	01/04/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	44.69
0	01/04/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	7.82
0	12/22/2016	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.12.2016 ICMA Defe	52.52
0	12/07/2016	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.12.2016 ICMA Defe	52.49
ICMA Def Comp Total:						157.52
84265	01/04/2017	Storm Drainage	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	46.82
83957	12/01/2016	Storm Drainage	Life Ins. Employee	LINA	Life Insurance Premium	46.22
Life Ins. Employee Total:						93.04
84265	01/04/2017	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	18.95
83957	12/01/2016	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premium	18.95
Life Ins. Employer Total:						37.90
84265	01/04/2017	Storm Drainage	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	53.22
83957	12/01/2016	Storm Drainage	Long Term Disability	LINA	Life Insurance Premium	52.00
Long Term Disability Total:						105.22
84184	12/22/2016	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	227.16
Medical Ins Employee Total:						227.16
84184	12/22/2016	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	1,599.15
Medical Ins Employer Total:						1,599.15
0	12/22/2016	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.12.2016 Minnesota I	42.85
Minnesota Benefit Ded Total:						42.85
0	01/04/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	120.65
0	01/04/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	19.97
0	12/21/2016	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	120.47
0	12/07/2016	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	104.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						365.90
0	01/04/2017	Storm Drainage	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDP De	52.77
0	01/04/2017	Storm Drainage	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDP De	10.73
0	12/21/2016	Storm Drainage	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MNDP De	63.50
0	12/07/2016	Storm Drainage	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDP De	63.49
MNDP Def Comp Total:						190.49
0	12/15/2016	Storm Drainage	Office Supplies	Innovative Office Solutions	Office Supplies	55.12
Office Supplies Total:						55.12
84063	12/15/2016	Storm Drainage	Operating Supplies	Biff's, Inc.	Regular Unit	29.15
Operating Supplies Total:						29.15
0	01/04/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	784.54
0	01/04/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	129.73
0	12/21/2016	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	783.05
0	12/07/2016	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	681.23
PERA Employee Ded Total:						2,378.55
0	01/04/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	120.65
0	01/04/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	19.97
0	01/04/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	784.54
0	01/04/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	129.73
0	12/21/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	783.05
0	12/21/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	120.47
0	12/07/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	104.81
0	12/07/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	681.23
PERA Employer Share Total:						2,744.45
0	01/12/2017	Storm Drainage	Pond Main - 2017	WSB & Associates, Inc.	Stormwater Pond Maintenance Progr	7,716.75
0	12/07/2016	Storm Drainage	Pond Main - 2017	WSB & Associates, Inc.	Stormwater Pond Maintenance-Projec	444.50
Pond Main - 2017 Total:						8,161.25

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/22/2016	Storm Drainage	Professional Services	Ecoenvelopes, LLC	Water Billing Processing	371.44
0	01/10/2017	Storm Drainage	Professional Services	Gopher State One Call	FTP Tickets	59.40
0	12/07/2016	Storm Drainage	Professional Services	Gopher State One Call	FTP Tickets	167.85
84190	12/22/2016	Storm Drainage	Professional Services	Ramsey-Washington Metro	Education & Outreach	600.00
83975	12/01/2016	Storm Drainage	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.45
84196	12/22/2016	Storm Drainage	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.44
84039	12/07/2016	Storm Drainage	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
84039	12/07/2016	Storm Drainage	Professional Services	Sheila Stowell	PWET Meeting Minutes	143.75
Professional Services Total:						2,736.03
0	01/04/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	575.28
0	01/04/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	116.63
0	12/21/2016	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	571.20
0	12/07/2016	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	491.27
State Income Tax Total:						1,754.38
0	01/10/2017	Storm Drainage	Storm Drainage Fees	City of Maplewood	Sanitary Sewer & Storm Drainage-4th	5,321.02
Storm Drainage Fees Total:						5,321.02
84297	01/04/2017	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Unioi	78.62
84297	01/04/2017	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Unioi	15.09
84018	12/07/2016	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.12.2016 IOUE Unioi	87.57
Union Dues Deduction Total:						181.28
84064	12/15/2016	Storm Drainage	Upper Villa Stormwater Improv	Capitol Region Watershed District	Joint Powers Agreement-Upper Villa	207,958.00
Upper Villa Stormwater Improv Total:						207,958.00
Fund Total:						298,584.27
0	12/15/2016	Street Construction	Contractor Payments	American Engineering Testing, Inc.	DOT Material Testing	2,335.50
84337	01/12/2017	Street Construction	Contractor Payments	MN Dept of Transportation	Material Testing & Inspection	258.97
84024	12/07/2016	Street Construction	Contractor Payments	MN Dept of Transportation	Bituminous Plant Inspection	100.04
0	12/07/2016	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance	18,637.58
0	12/07/2016	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance	299,666.26

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contractor Payments Total:						320,998.35
Fund Total:						320,998.35
0	01/04/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	127.92
0	01/04/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	432.12
0	12/21/2016	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	1,243.47
0	12/07/2016	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	554.97
Federal Income Tax Total:						2,358.48
0	01/04/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	100.31
0	01/04/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	337.43
0	01/04/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare Ei	23.46
0	01/04/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare Ei	78.92
0	12/21/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	627.17
0	12/21/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare Ei	146.68
0	12/07/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	435.36
0	12/07/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare Ei	101.83
FICA Employee Ded. Total:						1,851.16
0	01/04/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare Ei	23.46
0	01/04/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	100.31
0	01/04/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare Ei	78.92
0	01/04/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	337.43
0	12/21/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	627.17
0	12/21/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare Ei	146.68
0	12/07/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare Ei	101.83
0	12/07/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	435.36
FICA Employers Share Total:						1,851.16
84296	01/04/2017	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	128.71
84296	01/04/2017	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	32.80
84013	12/07/2016	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Empl	161.50
HRA Employer Total:						323.01
84299	01/04/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	7.37

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84299	01/04/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	2.25
84187	12/22/2016	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Empl	9.14
84031	12/07/2016	Telecommunications	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	9.14
HSA Employee Total:						27.90
84299	01/04/2017	Telecommunications	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	11.70
84299	01/04/2017	Telecommunications	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	38.31
84031	12/07/2016	Telecommunications	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Emplo	50.01
HSA Employer Total:						100.02
84265	01/04/2017	Telecommunications	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	31.50
83957	12/01/2016	Telecommunications	Life Ins. Employee	LINA	Life Insurance Premium	31.50
Life Ins. Employee Total:						63.00
84265	01/04/2017	Telecommunications	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	10.56
83957	12/01/2016	Telecommunications	Life Ins. Employer	LINA	Life Insurance Premium	10.56
Life Ins. Employer Total:						21.12
84265	01/04/2017	Telecommunications	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	37.33
83957	12/01/2016	Telecommunications	Long Term Disability	LINA	Life Insurance Premium	37.33
Long Term Disability Total:						74.66
84184	12/22/2016	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	283.44
Medical Ins Employee Total:						283.44
84184	12/22/2016	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	801.52
Medical Ins Employer Total:						801.52
0	01/04/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	56.30
0	01/04/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	14.36
0	12/21/2016	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	101.62
0	12/07/2016	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	70.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						242.64
0	01/04/2017	Telecommunications	MND CP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MND CP De	310.48
0	01/04/2017	Telecommunications	MND CP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MND CP De	79.52
0	12/21/2016	Telecommunications	MND CP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MND CP De	389.99
0	12/07/2016	Telecommunications	MND CP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MND CP De	390.00
MND CP Def Comp Total:						1,169.99
0	01/03/2017	Telecommunications	Operating Supplies	Best Blinds-CC	Office Supplies	51.93
Operating Supplies Total:						51.93
0	01/04/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	365.93
0	01/04/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	93.29
0	12/21/2016	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	660.55
0	12/07/2016	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	457.41
PERA Employee Ded Total:						1,577.18
0	01/04/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	93.29
0	01/04/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	365.93
0	01/04/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	56.30
0	01/04/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	14.36
0	12/21/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	660.55
0	12/21/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	101.62
0	12/07/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	70.36
0	12/07/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	457.41
PERA Employer Share Total:						1,819.82
84117	12/15/2016	Telecommunications	Postage	Postmaster	Newletter Postage-Acct: 2437	3,400.00
Postage Total:						3,400.00
84307	01/10/2017	Telecommunications	Professional Services	CivicPlus	Communication Platform Annual Fee	120.60
84339	01/12/2017	Telecommunications	Professional Services	Murphy Creative Design, LLC	City Newsletter Service	1,050.00
0	12/15/2016	Telecommunications	Professional Services	North Suburban Access Corp	Production Services Fee	1,433.19

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						2,603.79
0	01/04/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	56.47
0	01/04/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	191.50
0	12/21/2016	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	455.63
0	12/07/2016	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	246.19
State Income Tax Total:						949.79
Fund Total:						19,570.61
84073	12/15/2016	Telephone	CAP - Capital Equip Recovery	Datalink	QTY 1: QUOTE ID: JABBER AND I	10,500.00
CAP - Capital Equip Recovery Total:						10,500.00
84248	01/04/2017	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	100.89
84066	12/15/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	94.72
84066	12/15/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	57.36
84066	12/15/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	206.02
84066	12/15/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	161.04
84207	12/29/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.50
84207	12/29/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	111.30
83994	12/07/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	100.89
84263	01/04/2017	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	3,334.06
84214	12/29/2016	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	354.54
84014	12/07/2016	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	3,429.04
84145	12/15/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	686.71
PSTN-PRI Access/DID Allocation Total:						8,676.07
Fund Total:						19,176.07
84156	12/22/2016	TIF District #17-Twin Lakes	Contractor Payments	Braun Intertec Corporation	Concrete/Pavement Testing, Project N	4,450.50
83993	12/07/2016	TIF District #17-Twin Lakes	Contractor Payments	Braun Intertec Corporation	Twin Lakes Parkway Response Actio	907.75
0	12/01/2016	TIF District #17-Twin Lakes	Contractor Payments	SRF Consulting Group, Inc.	Twin Lakes Parkway-Construction Se	22,319.52
Contractor Payments Total:						27,677.77

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84210	12/29/2016	TIF District #17-Twin Lakes	General Twin Lakes HSS Expense	Ehlers & Associates, Inc.	Twin Lakes Redevelopment	215.00
84210	12/29/2016	TIF District #17-Twin Lakes	General Twin Lakes HSS Expense	Ehlers & Associates, Inc.	General Contracting Services	345.00
General Twin Lakes HSS Expense Total:						560.00
0	01/03/2017	TIF District #17-Twin Lakes	Land Purchases	Land Title, Inc-Non Bank	PIK Terminalo	4,421.47
Land Purchases Total:						4,421.47
0	12/22/2016	TIF District #17-Twin Lakes	Twin Lakes Area East Collector	SRF Consulting Group, Inc.	Twin Lakes Area East Collector Preli	1,184.30
Twin Lakes Area East Collector Total:						1,184.30
0	12/01/2016	TIF District #17-Twin Lakes	Twin Lakes Area Signals	SRF Consulting Group, Inc.	Twin Lakes Area Traffic Signals	218.99
0	12/22/2016	TIF District #17-Twin Lakes	Twin Lakes Area Signals	SRF Consulting Group, Inc.	Twin Lakes Area Traffic Signals	805.50
Twin Lakes Area Signals Total:						1,024.49
0	12/01/2016	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	Forest Lake Contracting, Inc.	35W/Cleveland Ave Interchange	31,017.15
Twin Lakes I-35W Ramp Total:						31,017.15
Fund Total:						65,885.18
84058	12/15/2016	Water Fund	Accounts Payable	GLYNN AASLAND	Refund Check	48.18
83985	12/07/2016	Water Fund	Accounts Payable	Altisource Single Family	UB Refund Acct: 013578-000	333.74
83943	12/01/2016	Water Fund	Accounts Payable	IRINA & THOMAS BARRY	Refund Check	197.05
84208	12/29/2016	Water Fund	Accounts Payable	SETH & LYNNEA COUENHOVEN	Refund Check	169.92
84254	01/04/2017	Water Fund	Accounts Payable	CSM INVESTORS INC.	Refund Check	16.70
84209	12/29/2016	Water Fund	Accounts Payable	COLLEEN MORTON & DOUGLA	Refund Check	142.25
84258	01/04/2017	Water Fund	Accounts Payable	MARK ERICKSON	Refund Check	110.59
84212	12/29/2016	Water Fund	Accounts Payable	ANNA HIGGS	Refund Check	63.48
84088	12/15/2016	Water Fund	Accounts Payable	CHARLOTTE JOHNSON	Refund Check	50.00
84166	12/22/2016	Water Fund	Accounts Payable	LARRY JOHNSON	Refund Check	21.86
84216	12/29/2016	Water Fund	Accounts Payable	ROSALIE KELLEY	Refund Check	29.91
84217	12/29/2016	Water Fund	Accounts Payable	DAN KLOPP	Refund Check	173.57
84264	01/04/2017	Water Fund	Accounts Payable	JOSH KYBURZ	Refund Check	134.89
84091	12/15/2016	Water Fund	Accounts Payable	JOSH KYBURZ	Refund Check	44.31
84169	12/22/2016	Water Fund	Accounts Payable	Josh Kyburz	Overpayment Refund	134.89
84218	12/29/2016	Water Fund	Accounts Payable	ROGER LASKEY	Refund Check	125.07
83960	12/01/2016	Water Fund	Accounts Payable	WALU LOLO	Refund Check	30.35

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84019	12/07/2016	Water Fund	Accounts Payable	MARILYN MAGUIRE	Refund Check	78.63
84172	12/22/2016	Water Fund	Accounts Payable	MAR GEN PROPERTIES	Overpayment Refund	110.59
84175	12/22/2016	Water Fund	Accounts Payable	EVAN & ALLISON MCLAUGHLI	Refund Check	180.95
84222	12/29/2016	Water Fund	Accounts Payable	MICHELLE MESKILL	Refund Check	23.61
84224	12/29/2016	Water Fund	Accounts Payable	DON MOLENAAR	Refund Check	19.36
84225	12/29/2016	Water Fund	Accounts Payable	DAN MORGAN	Refund Check	123.13
83968	12/01/2016	Water Fund	Accounts Payable	STEPHEN PALMER	Refund Check	85.59
84232	12/29/2016	Water Fund	Accounts Payable	ISL PROPERTIES LLC	Refund Check	99.94
84231	12/29/2016	Water Fund	Accounts Payable	PICKLE PROPERTIES	Refund Check	133.25
83972	12/01/2016	Water Fund	Accounts Payable	NICHOLAS ROBINSON	Refund Check	229.00
84194	12/22/2016	Water Fund	Accounts Payable	JASON RUSERT	Refund Check	63.19
84126	12/15/2016	Water Fund	Accounts Payable	GARY & NANCY SANDAHL	Refund Check	173.01
84234	12/29/2016	Water Fund	Accounts Payable	JOSE SANISACA	Refund Check	180.99
84282	01/04/2017	Water Fund	Accounts Payable	LUKE & ERIN SAWTELL	Refund Check	149.76
84235	12/29/2016	Water Fund	Accounts Payable	JOHN SCHMAEDEKE	Refund Check	51.55
83976	12/01/2016	Water Fund	Accounts Payable	BARB SCHUMINSKI	Refund Check	55.27
84286	01/04/2017	Water Fund	Accounts Payable	CHARLES SPEER	Refund Check	1.39
84289	01/04/2017	Water Fund	Accounts Payable	JEAN STRESSLER	Refund Check	52.95
84202	12/22/2016	Water Fund	Accounts Payable	URBANSKI RENTALS	Refund Check	103.15
84146	12/15/2016	Water Fund	Accounts Payable	PAUL VIDEEN	Refund Check	19.38
84148	12/15/2016	Water Fund	Accounts Payable	PAUL WAWRA	Refund Check	121.83
Accounts Payable Total:						3,883.28
84317	01/12/2017	Water Fund	Clothing	Avenue Shirt Works	Uniform Supplies	82.92
0	12/01/2016	Water Fund	Clothing	Robert Luger	Boots Reimbursement	109.99
Clothing Total:						192.91
0	01/04/2017	Water Fund	Construction Contracts	SEH	Heinel Drive WM Rehab	775.81
0	12/01/2016	Water Fund	Construction Contracts	SEH	Heinel Drive WM Rehab	2,082.55
Construction Contracts Total:						2,858.36
84276	01/04/2017	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Signs, Arrows, Barrels	184.20
84233	12/29/2016	Water Fund	Contract Maintenance	Rollo's Paving, LLC	2945 Partridge Road Waterbreak Rest	8,750.00
84124	12/15/2016	Water Fund	Contract Maintenance	Ron Kassa Construction, Inc.	Road Construction	2,236.20
84124	12/15/2016	Water Fund	Contract Maintenance	Ron Kassa Construction, Inc.	Road Construction	1,916.20
84143	12/15/2016	Water Fund	Contract Maintenance	Valley-Rich Co., Inc.	Lowboy, Labor	3,398.00
84242	12/29/2016	Water Fund	Contract Maintenance	Valley-Rich Co., Inc.	Manhole Grate Valve Rebuilding	4,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						20,484.60
0	01/04/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	1,831.24
0	01/04/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Federal Incc	443.07
0	12/21/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Federal Incc	1,812.07
0	12/07/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Federal Incc	1,883.82
Federal Income Tax Total:						5,970.20
0	01/04/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	1,098.94
0	01/04/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	270.37
0	01/04/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	63.26
0	01/04/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	257.02
0	12/21/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	282.25
0	12/21/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	1,207.14
0	12/07/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	1,205.26
0	12/07/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	281.83
FICA Employee Ded. Total:						4,666.07
0	01/04/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	1,098.94
0	01/04/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 FICA Empl	270.37
0	01/04/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	257.02
0	01/04/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.01.2017 Medicare E	63.26
0	12/21/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 FICA Empl	1,207.14
0	12/21/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.12.2016 Medicare E	282.25
0	12/07/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 FICA Empl	1,205.26
0	12/07/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.12.2016 Medicare E	281.83
FICA Employers Share Total:						4,666.07
84296	01/04/2017	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	464.01
84296	01/04/2017	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.01.2017 HRA Empl	101.49
84013	12/07/2016	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.12.2016 HRA Empl	365.50
HRA Employer Total:						931.00
84299	01/04/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	115.47
84299	01/04/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.01.2017 HSA Empl	25.07
84187	12/22/2016	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.12.2016 HSA Empl	109.11
84031	12/07/2016	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.12.2016 HSA Empl	109.13

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
HSA Employee Total:						358.78
84299	01/04/2017	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	33.21
84299	01/04/2017	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.01.2017 HSA Emplo	168.12
84031	12/07/2016	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.12.2016 HSA Emplo	401.34
HSA Employer Total:						602.67
83941	12/01/2016	Water Fund	Hydrant Meter Deposits	Ames Construction, Inc.	Hydrant Meter Refund	1,100.00
84215	12/29/2016	Water Fund	Hydrant Meter Deposits	J & R Larson	Hydrant Meter Refund	1,100.00
0	12/15/2016	Water Fund	Hydrant Meter Deposits	T. A. Schifsky & Sons, Inc.	Hydrant Meter Refund	1,100.00
Hydrant Meter Deposits Total:						3,300.00
0	01/04/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	11.69
0	01/04/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.01.2017 ICMA Defe	37.06
0	12/22/2016	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.12.2016 ICMA Defe	48.74
0	12/07/2016	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.12.2016 ICMA Defe	48.77
ICMA Def Comp Total:						146.26
84265	01/04/2017	Water Fund	Life Ins. Employee	LINA	Life Insurance Premium-Dec. 2016	175.50
83957	12/01/2016	Water Fund	Life Ins. Employee	LINA	Life Insurance Premium	175.53
Life Ins. Employee Total:						351.03
84265	01/04/2017	Water Fund	Life Ins. Employer	LINA	Life Insurance Premium-Dec. 2016	39.47
83957	12/01/2016	Water Fund	Life Ins. Employer	LINA	Life Insurance Premium	39.47
Life Ins. Employer Total:						78.94
84265	01/04/2017	Water Fund	Long Term Disability	LINA	Life Insurance Premium-Dec. 2016	94.05
83957	12/01/2016	Water Fund	Long Term Disability	LINA	Life Insurance Premium	112.95
Long Term Disability Total:						207.00
84184	12/22/2016	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-Dec 2016	751.14
Medical Ins Employee Total:						751.14

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
84184	12/22/2016	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-Dec 2016	3,305.93
Medical Ins Employer Total:						3,305.93
83986	12/07/2016	Water Fund	Memberships & Subscriptions	American Water Works Assoc.	Membership Dues	1,888.00
Memberships & Subscriptions Total:						1,888.00
83941	12/01/2016	Water Fund	Miscellaneous Revenue	Ames Construction, Inc.	Hydrant Meter Refund	-40.00
84215	12/29/2016	Water Fund	Miscellaneous Revenue	J & R Larson	Hydrant Meter Refund	-40.00
Miscellaneous Revenue Total:						-80.00
0	01/04/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	36.66
0	01/04/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.01.2017 Post Emplo	183.44
0	12/21/2016	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.12.2016 Post Emplo	193.64
0	12/07/2016	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.12.2016 Post Emplo	193.42
MN State Retirement Total:						607.16
0	01/04/2017	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	246.68
0	01/04/2017	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.01.2017 MNDCP De	57.08
0	12/21/2016	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.12.2016 MNDCP De	303.74
0	12/07/2016	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.12.2016 MNDCP De	238.76
MNDCP Def Comp Total:						846.26
0	12/22/2016	Water Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Water Break Fill Sand	3,078.44
0	12/07/2016	Water Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Street Supplies	1,350.37
84305	01/10/2017	Water Fund	Operating Supplies	Cemstone Products Co, Inc.	Concrete	1,297.50
84247	01/04/2017	Water Fund	Operating Supplies	Cemstone Products Co, Inc.	Concrete Supplies	1,157.50
84071	12/15/2016	Water Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	744.06
84077	12/15/2016	Water Fund	Operating Supplies	F M Trucking Co. Inc	1-1/2" Yard	370.65
84077	12/15/2016	Water Fund	Operating Supplies	F M Trucking Co. Inc	1-1/2" Yard	529.50
0	12/15/2016	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	1,379.97
0	12/15/2016	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	1,241.92
0	12/07/2016	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	887.17
84164	12/22/2016	Water Fund	Operating Supplies	Fra-Dor Inc.	Black Dirt	507.63
0	01/10/2017	Water Fund	Operating Supplies	Grainger Inc	Manhole Ladder	266.90
0	01/11/2017	Water Fund	Operating Supplies	Home Depot- CC	Lawn Supplies	62.60
0	01/03/2017	Water Fund	Operating Supplies	Menards-CC	Meter Supplies	17.68
84338	01/12/2017	Water Fund	Operating Supplies	Murlowski Properties Inc	Dump Fee	146.72

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
83965	12/01/2016	Water Fund	Operating Supplies	Murlowski Properties Inc	Dump Fee	215.68
83965	12/01/2016	Water Fund	Operating Supplies	Murlowski Properties Inc	Dump Fee	142.32
84111	12/15/2016	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Dump Fee	181.20
84181	12/22/2016	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Supplies	73.36
84181	12/22/2016	Water Fund	Operating Supplies	Murlowski Properties Inc	Watermain Break Supplies	121.84
84027	12/07/2016	Water Fund	Operating Supplies	Northwest Lasers and Instruments, Inc.	Water Flags	480.00
84188	12/22/2016	Water Fund	Operating Supplies	Q3 Contracting, Inc.	Barrels, Signs	1,040.80
0	01/11/2017	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Hose	144.59
0	12/29/2016	Water Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Asphalt	523.92
Operating Supplies Total:						15,962.32
0	01/04/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	1,192.54
0	01/04/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	238.26
0	12/21/2016	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	1,258.89
0	12/07/2016	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	1,256.91
PERA Employee Ded Total:						3,946.60
0	01/04/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	183.44
0	01/04/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera additio	36.66
0	01/04/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	1,192.54
0	01/04/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.01.2017 Pera Emplo	238.26
0	12/21/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera additio	193.64
0	12/21/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.12.2016 Pera Emplo	1,258.89
0	12/07/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera additio	193.42
0	12/07/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.12.2016 Pera Emplo	1,256.91
PERA Employer Share Total:						4,553.76
0	12/22/2016	Water Fund	Professional Services	Ecoenvelopes, LLC	Water Billing Processing	371.45
0	01/10/2017	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	59.40
0	12/07/2016	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	167.85
84120	12/15/2016	Water Fund	Professional Services	Progressive Consulting Engineers, Inc.	QTY 1: PUMP STATION EVALUAT	17,831.87
83975	12/01/2016	Water Fund	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.43
84196	12/22/2016	Water Fund	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.45
0	12/01/2016	Water Fund	Professional Services	SEH	Antenna Projects	888.40
0	12/22/2016	Water Fund	Professional Services	SEH	CSWMP Update	6,122.51
0	12/29/2016	Water Fund	Professional Services	SEH	Antenna Projects	1,522.48
84369	01/12/2017	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria	480.00
84139	12/15/2016	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-November Sample	480.00
84147	12/15/2016	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Location Service	1,575.60
84243	12/29/2016	Water Fund	Professional Services	Water Conservation Service, Inc.	Leak Location Service	530.24

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Professional Services Total:						31,418.68
84347	01/12/2017	Water Fund	Rental	Railroad Management Co. III, LLC	Water Pipeline Crossing	194.55
84347	01/12/2017	Water Fund	Rental	Railroad Management Co. III, LLC	Sanitary Sewer Pipeline	194.55
84047	12/07/2016	Water Fund	Rental	Tri State Bobcat, Inc	Bobcat Loader	495.00
Rental Total:						884.10
84129	12/15/2016	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water	321,909.00
St. Paul Water Total:						321,909.00
0	01/04/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	747.26
0	01/04/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.01.2017 State Incom	182.64
0	12/21/2016	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.12.2016 State Incom	770.15
0	12/07/2016	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.12.2016 State Incom	783.18
State Income Tax Total:						2,483.23
83941	12/01/2016	Water Fund	State Sales Tax Payable	Ames Construction, Inc.	Hydrant Meter Refund	-0.29
84215	12/29/2016	Water Fund	State Sales Tax Payable	J & R Larson	Hydrant Meter Refund	-18.85
0	01/03/2017	Water Fund	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	2,046.35
0	12/07/2016	Water Fund	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Oct Sales/Use Tax	20,807.25
State Sales Tax Payable Total:						22,834.46
84239	12/29/2016	Water Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	344.04
84041	12/07/2016	Water Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	346.54
84370	01/12/2017	Water Fund	Telephone	Verizon Wireless	Cell Phones	86.56
84145	12/15/2016	Water Fund	Telephone	Verizon Wireless	Cell Phones	86.38
Telephone Total:						863.52
84297	01/04/2017	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Unioi	148.98
84297	01/04/2017	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.01.2017 IOUE Unioi	39.71
84018	12/07/2016	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.12.2016 IOUE Unioi	188.71
Union Dues Deduction Total:						377.40
0	01/12/2017	Water Fund	Utilities	Xcel Energy	Repeater Station/Meter Reading	17.30

Attachment A

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	12/15/2016	Water Fund	Utilities	Xcel Energy	Repeater Station	17.04
0	12/22/2016	Water Fund	Utilities	Xcel Energy	Water Tower	5,380.61
Utilities Total:						5,414.95
83941	12/01/2016	Water Fund	Water - Roseville	Ames Construction, Inc.	Hydrant Meter Refund	-4.05
0	01/03/2017	Water Fund	Water - Roseville	City of Roseville- Non Bank	November City Water Bills	3,869.96
0	12/07/2016	Water Fund	Water - Roseville	City of Roseville- Non Bank	October City Water Bills	2,440.82
84215	12/29/2016	Water Fund	Water - Roseville	J & R Larson	Hydrant Meter Refund	-264.60
Water - Roseville Total:						6,042.13
0	12/29/2016	Water Fund	Water Meters	Fastenal Company Inc.	Meter Supplies	19.67
0	12/07/2016	Water Fund	Water Meters	Ferguson Waterworks #2516	Meter Supplies	321.16
Water Meters Total:						340.83
Fund Total:						473,046.64
84127	12/15/2016	Workers Compensation	Adminsitratve Claims	SFM	Work Comp. Administration-Policy:	106.29
Adminsitratve Claims Total:						106.29
84223	12/29/2016	Workers Compensation	Insurance	Mn Dept of Labor & Industry	2016 Special Comp Fund Assessment	884.00
Insurance Total:						884.00
84127	12/15/2016	Workers Compensation	Police Patrol Claims	SFM	Work Comp. Administration-Policy:	1,381.40
Police Patrol Claims Total:						1,381.40
84127	12/15/2016	Workers Compensation	Street Department Claims	SFM	Work Comp. Administration-Policy:	1,397.19
Street Department Claims Total:						1,397.19
Fund Total:						3,768.88

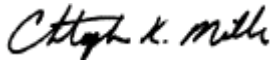
Attachment A

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REQUEST FOR COUNCIL ACTION

Date: 1/23/2017
Item No.: 8.b

Department Approval



City Manager Approval



Item Description: Consideration to approve or deny 4 Massage Therapist Licenses, 1 Massage Therapy Establishment License, 1 Cigarette/Tobacco Products License, and 1 Temporary On Sale Liquor License.

BACKGROUND

Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to the City Council for approval. The following applications are submitted for consideration:

Massage Therapist License

Feng Gu

New Dragon Massage

1595 Hwy 36, Suite #698

Roseville, MN 55113

Monica Gross

Massage Envy

2480 Fairview Ave N, Suite 120

Roseville, MN 55113

Amdemichael Retta

Massage Envy

2480 Fairview Ave N, Suite 120

Roseville, MN 55113

Laura Johnson

Coreharmony Therapies

1935 County Rd B2 West, Suite 240

Roseville, MN 55113

Massage Therapy Establishment

Coreharmony Therapies

1935 County Rd B2 West, Suite 240

Roseville, MN 55113

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Cigarette/Tobacco Products License

Vape Store
Aerosolutions Inc.
1724 Lexington Ave N.
Roseville, MN 55113

Temporary On-Sale Liquor License

Bent Brewstillery
1744 Terrace Dr
Roseville, MN 55113

Bent Brewstillery will be holding an event February 2 through February 5. They have a current Off-Sale and Taproom Licenses and have been approved prior for Temporary On-Sale Liquor Licenses without any issues.

POLICY OBJECTIVE
Required by City Code

FINANCIAL IMPACTS
The correct fees were paid to the City at the time the application(s) were made.

STAFF RECOMMENDATION
Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

REQUESTED COUNCIL ACTION
Motion to approve the Licenses pending successful background checks for the massage and tobacco licenses.

Prepared by: Chris Miller, Finance Director
Attachments: A: Applications
B: City Code 309 – Massage Therapy Code



Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036

Massage Therapist License

☒ New License ☐ Renewal

For the License Year Ending June 30, 2017

1. Full Legal Name (Please Print) Feng ↔ Gu
(Last) (First) (Middle)

2. Home Address _____
(Street) (City) (State) (Zip)

3. Telephone _____

4. Date of Birth (mm/dd/yyyy) _____

5. Email Address _____

6. Driver's License Number _____ State of Issuance _____

7. Ethnicity: _____

8. Sex: _____

9. Have you ever used or been known by any name other than the legal name given in number 1 above?

☐ Yes ☒ No If Yes, List each full name along with dates and places where used.

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed: Roseville mm
New Dragon Massage 1595 Hwy 36 W. Suite #698 55113

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?

☐ Yes ☒ No

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.

☐ Yes ☒ No ☐ N/A

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)

Signature [Signature]

Date 12/01/18/2017

Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville



Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036

Massage Therapist License

☒ New License ☐ Renewal For the License Year Ending June 30, 2017

1. Full Legal Name (Please Print) Gross monica Rose

2. Home Address _____
(Street) (City) (State) (Zip)

3. Telephone _____

4. Date of Birth (mm/dd/yyyy) _____

5. Email Address _____

6. Driver's License Number _____ State of Issuance _____

7. Ethnicity: _____

8. Sex: _____

9. Have you ever used or been known by any name other than the legal name given in number 1 above?

☐ Yes ☒ No If Yes, List each full name along with dates and places where used.

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:

Massage Envy Roseville 2480 Fairview Ave. N. Suite 120
Roseville MN 55113

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?

☐ Yes ☒ No

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.

☐ Yes ☒ No ☐ N/A

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)

Signature Monica R. Gross

Date 1-16-17

Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville



Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036

Massage Therapist License

☒ New License ☐ Renewal

For the License Year Ending June 30, 2017

1. Full Legal Name (Please Print) RETTA AMDEMICHAE N/A
(Last) (First) (Middle)
2. Home Address _____
(Street) (City) (State) (Zip)
3. Telephone () _____
4. Date of Birth (mm/yy) _____
5. Email Address _____
6. Driver's License Number _____ State of Issuance _____
7. Ethnicity: _____
8. Sex: _____
9. Have you ever used or been known by any name other than the legal name given in number 1 above?
☒ Yes ☐ No If Yes, List each full name along with dates and places where used.
MICHAEL (NICK NAME FREQUENTLY USED AT WORK PLACE, WELLS FARGO, 2003 - 2016)
10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:
2480 FAIRVIEW AVE STE 120, ROSEVILLE, MN 55113 Massage Envy
11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
☐ Yes _____ ☒ No
12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.
☐ Yes ☐ No ☐ N/A

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (**Note:** Background checks may take up to 30 days to complete.)

Signature

Amdemichael Retta

Date 01/11/2017

Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville



Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036

Massage Therapist License

☐ New License ☒ Renewal

For the License Year Ending June 30, 2016-2017

1. Full Legal Name (Please Print) Johnson Laura Jayne

2. Home Address _____

3. Telephone _____

4. Date of Birth (mm/dd/yyyy) _____

5. Email Address _____

6. Driver's License Number _____

State of Issuance _____

7. Ethnicity: _____

8. Sex: _____

9. Have you ever used or been known by any name other than the legal name given in number 1 above?

☐ Yes

☒ No

If Yes, List each full name along with dates and places where used.

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:

Coreharmony Therapies 1935 County Road B2 West Suite #240
Roseville MN 55113

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?

☒ Yes

Shoreview, Roseville

☐ No

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.

☐ Yes

☒ No

☐ N/A

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)

Signature _____

Date _____

Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville



Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036

Massage Therapy Establishment License Application

☐ New License ☒ Renewal

For License Year Ending June 30, 2016-2017

Business Name Coreharmony Therapies LLC
Business Address 1935 County Road B2 West suite #240 Roseville MN 55113
Business Phone 451-341-9789
Email Address _____

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) Johnson Laura Jayne
(Last) (First) (Middle)

Home Address _____

Telephone _____

Date of Birth (mm/dd/yyyy) _____

Driver's License Number _____

State of Issuance _____

Ethnicity: _____

Sex: _____

Have you ever used or been known by any name other than the legal name given above?

☐ Yes ☒ No

If Yes, List each full name along with dates and places where used.

Has the business held any previous massage therapy establishment licenses? If yes, in which city was it licensed?

☒ Yes IN ROSEVILLE ☐ No

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

The undersigned applicant makes this application pursuant to all laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)

Signature _____

Date 11-26-16

LICENSE FEE IS \$300.00
Additional \$150 background check fee for all first-time applicants
Make checks payable to: City of Roseville



Finance Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7036

Cigarette/Tobacco Products License Application

Note: All applicants are subject to a background check as a part of the license approval process. Background check procedures may take up to 30 days to complete.

Business Name Aerosolutions Inc dba BW Vape Store
Business Address 1724 Lexington Avenue North Roseville, MN 55113
Business Phone 612-276-6611
Email Address _____

Person to Contact in Regard to Business License:

Name Dan Baker
Address 6111 Highway 10 NW Suite 300 Ramsey, MN 55303
Phone 612-276-6611

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2016, and ending June 30, 2017, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature 

Date 12/07/2016

If completed license should be mailed somewhere other than the business address, please advise.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

Attachment A

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Bent Brewstillery		Date organized Jun 11, 2011	Tax exempt number 45-2650832
Address 1744 Terrace Dr	City Roseville	State Minnesota	Zip Code 55113
Name of person making application Bartley Blume		Business phone 651-233-3843	Home phone
Date(s) of event 2/2/17-2/5/17	Type of organization ☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name Bartley Blume	City Roseville	State Minnesota	Zip Code 55113
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code
Organization officer's name	City	State Minnesota	Zip Code

Location where permit will be used. If an outdoor area, describe.
Bent Brewstillery

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Scottsdale Insurance Company
Aggregate Limit \$2,000,000
Each Common \$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

CHAPTER 309

MASSAGE THERAPY ESTABLISHMENTS

SECTION:

- 309.01: Definitions
- 309.02: License for Massage Therapy Establishment
- 309.03: Granting, Denying or Rescinding of Licenses
- 309.04: Practice of Massage Therapy Only by Licensed Persons
- 309.05: Revocation or Suspension of License
- 309.06: Restrictions and Regulations
- 309.07: Violations, Penalty

309.01: DEFINITIONS:

As used in this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

CHAIR MASSAGE: A massage provided to a fully-clothed individual, and limited to the neck, shoulders, arms, and back, where the massage is not provided in a massage therapy establishment; and provided the individual giving the massage meets the requirements specified in Section 309.04 (A). (Ord. 1329, 11-14-05)

MASSAGE THERAPIST: A person who practices massage therapy.

MASSAGE THERAPY: The rubbing, stroking, kneading, tapping or rolling of the body with the hands or other parts of the body for the exclusive purposes of relaxation, physical fitness or beautification and for no other purpose.

The practice of massage therapy is hereby declared to be distinct from the licensed practice of medicine, osteopathy, chiropractic, physical therapy, podiatry and nursing, as well as athletic coaches and trainers. Persons engaged in those professions are exempt from the provisions of this Chapter.

MASSAGE THERAPY ESTABLISHMENT: Any room, or premise wherein a person may receive a massage from a massage therapist for a fee; where massages are given on more than 14 calendar days in any given calendar year. (Ord. 1329, 11-14-05)

SANITARY: Free from the vegetative cells of pathogenic microorganisms. (Ord. 1142, 6-13-1994)

309.02: LICENSE FOR MASSAGE THERAPY ESTABLISHMENT:

- A. **License Required:** No person shall engage in the business of operating a massage therapy establishment within the City without first having obtained the required license.
- B. **Application Fee:** The initial application for a license shall be made by completing an application form provided by and containing such information as required by the City Manager and by paying a nonrefundable application fee, as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

- C. **Separate License Required Fee:** A separate license shall be obtained for each place of business, the fee for which shall be as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

309.03: GRANTING, DENYING OR RESCINDING OF LICENSES:

- A. **Zoning Compliance:** Massage Therapy Establishment licenses may be granted only to establishments associated with and operating within the confines of and incidental to a properly zoned beauty parlor (salon), health club, office, shopping mall, or similar areas open to the public. (Ord. 1329, 11-14-05)
- B. **Building, Safety and Sanitation Regulations:** Licenses may be denied or rescinded if the premises of the massage therapy establishments do not meet the requirements of the City Council, and of the building, safety and sanitation regulations of the City and State.
- C. **Fraud or Deception:** Licenses may be denied or rescinded if there is any fraud or deception involved in the license application.
- D. **History of Violations:** Licenses may be denied or rescinded if the applicant, licensee or employee of the same fails to comply with, or have a history of violations of the laws or ordinances which apply to health, safety or moral turpitude.
- E. **Additional Conditions:** The City Council may attach such reasonable conditions to the license as it, in its sole discretion, deems to be appropriate. (Ord. 1142, 6-13-1994)
(Ord. 1283, 6-16-03)

309.04: PRACTICE OF MASSAGE THERAPY ONLY BY LICENSED PERSONS:

- A. **Application for License:** Any person or business desiring to be licensed as a massage therapy establishment shall file an application on forms provided by the City Manager. The application shall contain such information as the City Manager may require, including: (Ord. 1329, 11-14-05)
 - 1. The applicant's full name, address, social security number and written proof of age.
 - 2. The name and address of the licensed massage therapy establishment by which the applicant expects to be employed.
 - 3. A statement concerning whether the person has been convicted of or entered a plea of guilty to any crime or ordinance violation and, if so, information as to the time, place and nature of such crime or offense.
 - 4. Proof that the applicant meets the following educational requirements:
 - a. A diploma or certificate of graduation from a school approved by the American Massage Therapist Association or other similar reputable massage association; or
 - b. A diploma or certificate of graduation from a school which is either accredited by a recognized educational accrediting association or agency or is licensed by the State or local government agency having jurisdiction over the school.
 - c. Each applicant shall also furnish proof at the time of application of a minimum of 600 hours of successfully completed course work in the following areas:
 - (1) The theory and practice of massage, including, but not limited to, Swedish, Esalen, Shiatsu and/or foot reflexology techniques; and
 - (2) Anatomy, including, but not limited to, skeletal and muscular structure and organ placement; and

(3) Hygiene.

- B. Fee: The annual license fee for a massage therapist is as established by the City Fee Schedule in Section 314.05. Ord. 1329, 11-14-05)
- C. Review of Application: License applications shall be reviewed by the Police Department.
- D. Denial of Application: The license application may be denied for any of the following reasons:
 - 1. Fraudulent Statements: The application contains false, fraudulent, or deceptive statements.
 - 2. Prior Conviction: The applicant has been convicted of or entered a plea of guilty within the previous three years to a violation of this Chapter or of any other law regulating the practice of massage, or of any law prohibiting criminal sexual conduct, prostitution, pandering, indecent conduct or keeping of a disorderly house.
 - 3. Noncompliance: The applicant has not complied with a provision of this Chapter.
 - 4. Underage: The applicant is less than eighteen (18) years of age. (Ord. 1142, 6-13-94)

309.05: REVOCATION OR SUSPENSION OF LICENSE:

A license may be revoked or suspended for any of the following reasons:

- A. Application Fraud: Fraud, deception or misrepresentation in connection with the registration application.
- B. Violation of Chapter: A violation of any provision of this Chapter.
- C. Criminal Conviction: Conviction of a criminal sexual conduct, prostitution, pandering, indecent conduct or keeping a disorderly house.
- D. Conviction Arising out of Practice of Massage Therapy: Conviction of any crime or ordinance violation arising out of the practice of massage therapy.
- E. Lack of Skill: Exhibition of a demonstrable lack of skill in the practice of massage therapy. (Ord. 1142, 6-13-94)

309.06: RESTRICTIONS AND REGULATIONS:

- A. Display of License: Any person registered as a massage therapist hereunder shall display such license, or a true copy thereof, in a prominent place at such person's place of employment.
- B. Identification: Upon demand of any police officer at the place of employment, any person licensed hereunder shall produce correct identification, identifying himself/herself by his/her true legal name and correct address.
- C. Inspection: During business hours, all massage therapy establishments shall be open to inspection by City Building and License Inspectors, Health Officers and police officers.
- D. Therapist, Change of Location: Any person licensed hereunder shall practice massage only at such location or locations as are designated in the license. Any person registered hereunder shall inform the City Manager, in writing, of any change in location prior to its occurrence.
- E. Hours: No customers or patrons shall be allowed to enter or remain on the licensed premises after 9:00 P.M. or before 8:00 A.M. daily.
- F. Alcohol or Drugs Prohibited: No beer, liquor, narcotic drug or controlled substance, as such terms are defined by State statutes or the City Code shall be permitted on licensed premises.
- G. Violation of Building, Safety or Health Regulations: Violation of any law or regulation relating to building, safety or health shall be grounds for revocation or any license.

- H. Locks on Doors: There shall be no locks on doors of massage rooms.
- I. Appropriate Covering Required:
 - 1. Patron: Whenever a massage is given, it shall be required by the massage therapist that the person who is receiving the massage shall have her breasts and his/her buttocks and genitals covered with a nontransparent material. For purposes of receiving a chair massage, patrons must stay fully-clothed at all times. (Ord. 1329, 11-14-05)
 - 2. Therapist: Any massage therapists performing any massages shall at all times have her breasts and his/her buttocks and genitals covered with a nontransparent material. (Ord. 1142, 6-13-94)
- J. With the exception of chair massages, all other types of massages shall take place in a private room subject to the conditions and restrictions noted above. (Ord. 1329, 11-14-05)

309.07: VIOLATIONS, PENALTY:

Every person who violates this Chapter is guilty of a misdemeanor. (Ord. 1142, 6-13-94)

REQUEST FOR COUNCIL ACTION

Date: 1/23/2017
Item No.: 8.c

Department Approval



City Manager Approval



Item Description: Approve General Purchases or Sale of Surplus Items Exceeding \$5,000

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases and/or contracts in excess of \$5,000 be approved by the Council. In addition, State Statutes require that the Council authorize the sale of surplus vehicles and equipment.

General Purchases or Contracts

City Staff have submitted the following items for Council review and approval:

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Police	Streicher's	Ammo	(a)	\$ 23,750.00	\$ 17,342.35	Budget
Police	Ranger Chevrolet	Investigation Vehicles (2)	(b)	24,000.00	47,411.56	CIP
Police	Mike Motors of MN	Investigation Vehicle	(b)	See above	28,495.00	CIP
Police	Mike Motors of MN	CSO Vehicle	(b)	33,950.00	30,032.00	CIP
Police	Mike Motors of MN	Patrol Vehicles (2)	(b)	165,000.00	48,716.00	CIP
Fire	Nelson Auto Center	Battalion Chief Vehicle	(c)	45,000.00	30,594.18	CIP
Fire	Jefferson Fire Safety	Rescue Equipment	(d)	30,000.00	34,144.00	CIP
IT	Rhino Technology Group	Data Storage Units	(e)	27,500.00	31,250.00	CIP
Police	Motorola Solutions	Squad Radio Units	(f)	15,500.00	13,628.00	CIP
Police	Motorola Solutions	Portable Radio Units	(f)	See above	10,624.50	CIP
Public Works	RDO Equipment	Brush Chipper	(g)	55,000.00	36,313.00	CIP
Public Works	Midstates Equipment	Crackseal Melter	(h)	50,000.00	49,175.00	CIP
Public Works	Street Smart Rental	Trailer Attenuator	(i)	30,000.00	27,629.25	CIP
Public Works	Benco Equipment	Rotary Vehicle Lift	(j)	N/A	14,850.05	CIP

Comments/Description:

- a) The budgeted amount represents the total budget for all use of force supplies.
- b) Total CIP for Police vehicles = \$222,950; amount requested = \$154,654.56. To be purchased off the State Bid Contract.
- c) Purchased off the State Bid Contract.
- d) Includes equipment primarily used for auto extrication, cutting, and lifting.
- e) Includes two units which replace equipment purchased in 2012.
- f) Purchased off the State Bid Contract.
- g) The cost shown above is the net price paid AFTER we receive a trade-in value of \$19,000.00 on the old equipment.
- h) Purchased off the State Bid Contract.
- i) Purchased off the State Bid Contract.
- j) Included in the 2018 CIP but is being accelerated; to be offset by delayed 2017 CIP purchases.

Sale of Surplus Vehicles or Equipment

23 City Staff have identified surplus vehicles and equipment that have been replaced or are no longer needed
24 to deliver City programs and services. These surplus items will either be traded in on replacement items
25 or will be sold in a public auction or bid process. The items include the following:
26

Department	Item / Description
Public Works	(g) 2006 Brush Chipper - \$19,000 value

27 **POLICY OBJECTIVE**
28 Required under City Code 103.05.

29 **FINANCIAL IMPACTS**
30 Funding for all items is provided for in the current operating or capital budget.

31 **STAFF RECOMMENDATION**
32 Staff recommends the City Council approve the submitted purchases or contracts for service and, if
33 applicable, authorize the trade-in/sale of surplus items.

34 **REQUESTED COUNCIL ACTION**
35 Motion to approve the attached list of general purchases and contracts for services and where
36 applicable; the trade-in/sale of surplus equipment.
37

38 Prepared by: Chris Miller, Finance Director
Attachments: A: 2017 CIP Purchase Summary
39

Updated January 23, 2017

City of Roseville**2017 Summary of Scheduled CIP Items**

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
Office Furniture		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	-	77,840
Police					
Marked Squad Car Replacements	1/23/2017	48,716	165,000	-	165,000
Unmarked Vehicle Replacement	1/23/2017	75,907	24,000	-	24,000
CSO Vehicle	1/23/2017	30,032	33,950	-	33,950
Vehicle Tools & Equipment		-	69,395	-	69,395
Vehicle Computers & Printers		-	13,045	-	13,045
Sidearms, Long-Guns, Non-Lethal Equip.		-	18,080	-	18,080
Tactical Gear		-	11,330	-	11,330
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/23/2017	24,253	15,500	-	15,500
Office Equipment		-	20,025	-	20,025
Office Furniture		-	2,100	-	2,100
Kitchen Items		-	2,060	-	2,060
Fire					
Battalion Chief Vehicle	1/23/2017	30,594	45,000	-	45,000
Automatic External Defibrillator		-	8,000	-	8,000
Camera to assist with rescue/firefighting		-	7,000	-	7,000
Portable and mobile radios		-	80,000	-	80,000
Lighting equipment /portable		-	5,000	-	5,000
Response to water related emergencies		-	6,000	-	6,000
SWAT Gear/Equipment		-	10,000	-	10,000
Rescue Equipment	1/23/2017	34,144	30,000	-	30,000
Public Works					
#111 - Bobcat, snow blower		-	20,000	-	20,000
#123 Patch Hook Body		-	75,000	-	75,000
#125 5-ton Dump (tandem)	1/9/2017	177,218	230,000	-	230,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
#166 Cimline Melter	1/23/2017	49,175	50,000	-	50,000
#108 Hydro Seeder		-	60,000	-	60,000
#113 Tree chipper	1/23/2017	36,313	55,000	-	55,000
Street Signs		-	50,000	-	50,000
Vehicle analyzer update		-	1,000	-	1,000
Jib crane (overhead motor & trolley)		-	7,500	-	7,500
Brake lathe		-	10,000	-	10,000
Parks & Recreation					
Puppet Wagon		-	14,000	-	14,000
#519 Lee-boy grader		-	150,000	-	150,000
#520 Single axle trailer		-	5,000	-	5,000
#546 Toro groundmaster		-	35,000	-	35,000
#565 Smithco sweeper		-	8,000	-	8,000
#505 Holder snow machine		-	145,000	-	145,000

Updated January 23, 2017

City of Roseville**2017 Summary of Scheduled CIP Items**

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Police & PW garage Co2/No2 detectors		-	9,200	-	9,200
Update Flooring CH/PD		-	75,000	-	75,000
Overhead door replacement		-	20,000	-	20,000
Tables and chairs City Hall		-	30,000	-	30,000
Central Park gymnasium		-	20,000	-	20,000
Variable speed pump-skating center		-	15,000	-	15,000
Information Technology					
Computers (Notebooks, Desktop, Mobile)		-	30,400	-	30,400
Monitor/Display		-	8,700	-	8,700
MS Office License		-	14,721	-	14,721
Desktop Printer		-	1,200	-	1,200
Network Printers/Copiers/Scanners (13)		-	17,000	-	17,000
Network Switches/Routers (Roseville)		-	26,000	-	26,000
Network Switches/Routers (Shared)		-	18,509	-	18,509
Servers - Roseville Standalone (5)		-	5,000	-	5,000
Servers - Host - Shared (5)		-	17,500	-	17,500
Storage Area Network Nodes- Shared (8)	1/23/2017	31,250	27,500	-	27,500
Power/UPS - Closets (11)		-	1,320	-	1,320
Surveillance Cameras (53)		-	9,180	-	9,180
Telephone Handsets (283)		-	8,190	-	8,190
Wireless Access Points (38)		-	3,000	-	3,000
Office Furniture		-	25,000	-	25,000
Park Improvements					
Tennis & Basketball Courts		-	-	-	-
Shelters & Structures		-	-	-	-
Volleyball & Bocce Ball Courts		-	-	-	-
Pathway Lighting		-	-	-	-
PIP Items		-	-	-	-
Natural Resources		-	200,000	-	200,000
Street Improvements					
Improvements		-	2,100,000	-	2,100,000
Street Lighting					
Improvements		-	-	-	-
Pathways (Existing)					
Improvements		-	180,000	-	180,000
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	17,900	-	17,900
Office Painting		-	6,500	-	6,500
Office Carpeting		-	15,000	-	15,000
Community Development					
Inspections Vehicle		-	18,000	-	18,000
Computer Replacements		-	5,000	-	5,000
Online Permit/Scheduling Software		-	50,000	-	50,000
Office Furniture		-	1,000	-	1,000

City of Roseville

Updated January 23, 2017

2017 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
#208 Meter van		-	25,000	-	25,000
#210 4x4 pickup		-	25,000	-	25,000
#230 Ford 1/2-ton		-	20,000	-	20,000
#237 Wacker Compacter		-	50,000	-	50,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Booster station building maintenance		-	40,000	-	40,000
Replace Water Tower Fence		-	20,000	-	20,000
Water main replacement		-	1,000,000	-	1,000,000
Sanitary Sewer					
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Cleveland LS upgrade		-	550,000	-	550,000
Roof/Tuckpoint Fernwood/Rehab		-	75,000	-	75,000
Sewer main repairs		-	700,000	-	700,000
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#132 Elgin sweeper 2002 3-wheel		-	225,000	-	225,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Field Computer Add/Replacements		-	5,000	-	5,000
#165 5 ton trailer	1/9/2017	11,480	12,000	-	12,000
Walsh Storm station Upgrades		-	60,000	-	60,000
Pond improvements/Infiltration		-	300,000	-	300,000
Storm Sewer Replacement/Rehabilitation		-	400,000	-	400,000
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
		-	-	-	-
Total - All Items			\$8,231,145	\$	- \$8,231,145

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2017
Item No.: 8.d

Department Approval



City Manager Approval



Item Description: Approve a Resolution to Accept the Work Completed, Authorize Final Payment, and Commence the One-Year Warranty Period on the 2016 Heinel Watermain Lining Project

BACKGROUND

On June 13, 2016 the City Council awarded the 2016 Heinel Watermain Lining Project to Fer-Pal Construction USA LLC. The work for this contract was finished in December, 2016, and the contractor has requested final payment. This project consisted of lining approximately 2,000 lineal feet along Heinel Drive to address a section of watermain with a significant history of watermain breaks.

POLICY OBJECTIVE

City policy requires that the following items be completed to finalize a construction contract:

- Certification from the City Engineer verifying that all of the work has been completed in accordance with plans and specifications.
- A resolution by the City Council accepting the contract and beginning the one-year warranty.

FINANCIAL IMPACTS

The final contract amount, \$512,397.05, which is below the original contract amount of \$542,808.30. This decrease in the final contract amount is due to underrunning a couple of items in the project.

This project was funded using Water Utility funds.

STAFF RECOMMENDATION

Since all necessary items have been completed in accordance with project plans and specifications, staff recommends the City Council approve a resolution accepting the work completed as the 2016 Heinel Watermain Lining Project and authorize final payment of \$25,619.85.

REQUESTED COUNCIL ACTION

Approve the resolution accepting the work completed as 2016 Heinel Watermain Lining Project, starting the one-year warranty, and authorizing final payment.

Prepared by: Jesse Freihammer, City Engineer
Attachments: A: Resolution
 B: SEH Letter
 C: City Engineer Certification

Final Contract Acceptance 2016 Heinel Watermain Lining Project

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 23rd day of January, 2017, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day of January, 2017.

Patrick Trudgeon, City Manager

(SEAL)



January 10, 2017

RE: City of Roseville
Heinel Watermain Lining
SEH No. ROSEV 136247 14.00

Jesse Freihammer
City Engineer
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Jesse:

The above referenced project has now been completed and all closeout documents have been reviewed. As the Engineer of Record, I recommend that the City of Roseville accept the improvements, as all work was constructed in general accordance with the plans and specifications. As such, we recommend releasing the final payment of \$25,619.85 to Fer-Pal Construction, USA LLC.

The total cost of the work in this contract was \$512,397.05, which represents 6% less than the original contract amount of \$542,808.30.

In a separate and forthcoming transmittal, we will provide the following items to the City of Roseville, for permanent record:

1. Record Drawings
2. Contractor supplied CIPP product information
3. Pre-Rehabilitation and Post-Rehabilitation CCTV video inspection footage
4. Materials Testing Results

Please contact me with any questions regarding final acceptance of this project at 651.490.2000 or derickson@sehinc.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel P. Erickson', is written over a light blue horizontal line.

Daniel Erickson, PE
Project Manager

JLS

c: Mark Lobermeier – SEH
Jen Schumann – SEH
Lou Magurno – Fer-Pal

p:\ptr\rosev\136247\1-gen\14-corr\final project closeout\20170110 project completion letter.docx



January 23, 2017

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: 2016 Heinel Watermain Lining Project
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the 2016 Heinel Watermain Lining Project. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

Original Contract amount (based on estimated quantities)	\$542,808.30
Actual amount due (based on actual quantities)	\$512,397.05
Previous payments	\$486,777.20
Balance Due	\$25,619.85

The construction costs for this project have been funded as follows:

Water Utility Fund	\$512,397.05
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Please let me know if you have any questions or concerns and would like more information.

Sincerely,

Jesse Freihammer, P.E.
City Engineer/Asst. Public Works Director
651-792-7042
Jesse.Freihammer@cityofroseville.com

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2017
Item No.: 8.e

Department Approval



City Manager Approval



Item Description: 2015 Drainage Improvement Project Phase I Approve Final Payment

BACKGROUND

On August 10, 2015, the City Council awarded the 2015 Drainage Improvement Project Phase I to G.F. Jedlicki, Inc., of Eden Prairie, Minnesota. The work for this contract was finished in November, 2016, and the contractor has requested final payment. This project consisted of storm sewer modifications to County Road C-2, a drainage improvement at 2195 Marion Rd, and the updating of the Bennett Lake Intake System that supplies the waterfall.

POLICY OBJECTIVE

City policy requires that the following items be completed to finalize a construction contract:

- Certification from the City Engineer verifying that all of the work has been completed in accordance with plans and specifications.
- A resolution by the City Council accepting the contract and beginning the one-year warranty.

FINANCIAL IMPACTS

The final contract amount of \$188,597.85 is higher than the original contract amount of \$168,516.00. The cost increase was due to multiple factors: needed modifications to the Bennett Intake System, additional excavation required, additional restoration, etc.

This project was funded using storm sewer funds.

STAFF RECOMMENDATION

Since all necessary items have been completed in accordance with project plans and specifications, staff recommends the City Council approve a resolution accepting the work completed for the 2015 Drainage Improvement Project Phase I, and authorize final payment of \$11,450.85.

REQUESTED COUNCIL ACTION

Approve the resolution accepting the work completed for the 2015 Drainage Improvement Project Phase I, starting the one-year warranty, and authorizing final payment.

Prepared by: Jesse Freihammer, City Engineer/Asst. Public Works Director
Attachments: A: Resolution
 B: City Engineer Certification

(SEAL)



December 22, 2016

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: 2015 Drainage Improvement Project, Phase I
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the 2015 Drainage Improvement Project, Phase I. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the storm sewer fund to the contractors for the balance on the contract as follows:

Original Contract amount (based on estimated quantities)	\$168,516.00
Final Contract Amount	\$188,597.85
Actual amount due (based on actual quantities)	\$188,597.85
Previous payments	\$177,147.00
Balance Due	\$11,450.85

The construction costs for this project have been funded as follows:

Storm Sewer Fund	\$188,597.85
------------------	--------------

Please let me know if you have any questions or concerns and would like more information.

Sincerely,

Jesse Freihammer, P.E.
City Engineer/Asst. Public Works Director
651-792-7042
Jesse.Freihammer@cityofroseville.com

REQUEST FOR COUNCIL ACTION

Date: January 23, 2017
Item No.: 8.f

Department Approval



City Manager Approval



Item Description: County Road B Sidewalk – Authorization for Approval and Authorization of Ramsey County Agreement

BACKGROUND

At the June 20, 2016 Council meeting Council authorized using approximately \$600,000 in Parks Renewal funding to complete the sidewalk segments listed below. Additionally, on September 12, 2016 Council approved a short trail connection between Twin Lakes Parkway and the Langton Lake Trail to be completed with these funds.

1. Tamarack Park Trail Extension, Farrington Ave – Playground
2. Victoria Street, County Rd C – Owasso Ballfields (west side)
3. Lexington Ave: County Rd B to Parker Ave (east side)
4. Lexington Ave: Parker Ave to Shryer Ave (east side)
5. Lexington Ave: Shryer Ave to Roselawn Ave (east side)
6. Dale St: County Rd B to Sandhurst (east side)
7. County Road B: Dale Street to Sandhurst (north side)
8. Langton Lake Trail Connection, Twin Lakes Parkway – Langton Lake Trail

To date Public Works Staff has completed a portion of segment 3 and all of segment 6 at a cost of \$13,500 providing cost savings to the overall project.

Since Ramsey County will be doing a pavement rehabilitation of County Road B between Dale St and Rice St this summer, they agreed to provide funding for the County Road B sidewalk segment per its cost participation policy. The County's cost participation in the construction of trails and sidewalks is limited to the grading, base material, and concrete. The County's policy is to participate at a level of 50% of the cost of the sidewalk, but only along County State Aid Highway (CSAH) designated roadways. This agreement (Attachment B) will be presented to the Ramsey County Board upon approval of the City Council. Based on the estimates the County will be providing approximately \$22,000 in funding.

Additionally in February 2017, Ramsey County will take solicitations for cost share projects. The City will apply for cost share funding for the remaining segments on Victoria Street and Lexington Avenue. Based on our estimates and preliminary feedback, we anticipate receiving some additional funding to offset City costs. If the County approves cost share funding for the additional segments, staff will bring Council additional Cooperative Agreements for your consideration.

29 **FINANCIAL IMPACTS**

30 The total estimated cost of the sidewalk construction on County Road B is approximately \$55,000.
31 Overall cost of all the proposed segments of the Parks Renewal Sidewalk extensions is
32 approximately \$637,500.

33 The following table is the updated funding for the project based on funds spent, County
34 participation and revised estimates:

Segment	Current Estimated Costs		Notes
	Parks Renewal Funds	Ramsey County Funds	
1	\$ 125,000.00	\$ -	
2	\$ 33,000.00	\$ -	City to apply for County cost share
3	\$ 136,500.00	\$ -	City to apply for County cost share
4	\$ 160,000.00	\$ -	City to apply for County cost share
5	\$ 98,000.00	\$ -	City to apply for County cost share
6	\$ 13,500.00	\$ -	Completed. Actual Costs. Includes some costs associated with small portion of segment 3.
7	\$ 33,000.00	\$ 22,000.00	County Cost included in Agreement
8	\$ 20,000.00	\$ -	
Totals	\$ 619,000.00	\$ 22,000.00	
Budget	\$ 600,000.00		City will likely get additional Ramsey County cost share funding.
Balance	\$ (19,000.00)		

36 **STAFF RECOMMENDATION**

37 Staff recommends the Council approve the resolutions approving and the Cooperative Agreement
38 with Ramsey County Public Works for the County Road B Sidewalk Project.

39 **REQUESTED COUNCIL ACTION**

40 Motion to approve the resolution approving the Cooperative Agreement with Ramsey County
41 Public Works for the County Road B Sidewalk Project.

Prepared by: Jesse Freihammer, City Engineer/Asst. Public Works Director

Attachments: A: Resolution

B: Ramsey County Public Works Agreement

C: Project Location Map

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 23rd day of January 2017, at 6:00 p.m.

The following members were present: ; and the following were absent: .

Councilmember introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING THE COOPERATIVE AGREEMENT WITH
RAMSEY COUNTY FOR THE COUNTY ROAD B SIDEWALK PROJECT**

WHEREAS, County Road B between Dale Street and Sandhurst Drive is designated as Ramsey County State Aid Highway (CSAH) 25; and,

WHEREAS, the City of Roseville and Ramsey County desire to construct a sidewalk along County Road B within this area; and,

WHEREAS, it is necessary to establish project cost participation for both parties and to establish authority and rights for the City of Roseville to administer and construct a project within County right-of-way; and,

WHEREAS, the City and Ramsey County have drafted an agreement to establish said terms for the project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Roseville approve the Cooperative Agreement drafted by Ramsey County and entered into with the City of Roseville.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor thereof: ; and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

Resolution –County Road B Cooperative Agreement

[illegible]

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 23rd day of January 2017, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day of January, 2017.

Patrick Trudgeon, City Manager

(Seal)

Agreement PW2017

**RAMSEY COUNTY
COOPERATIVE AGREEMENT
WITH THE CITY OF ROSEVILLE FOR
SIDEWALK CONSTRUCTION ON COUNTY ROAD B
(COUNTY STATE AID HIGHWAY 25)
BETWEEN DALE STREET AND SANDHURST DRIVE
S.A.P. 062-625-063**

This Agreement is between the City of Roseville, a municipal corporation ("City") and Ramsey County, a political subdivision of the State of Minnesota, ("County") for the sidewalk construction on County Road B between Dale Street and Sandhurst Drive, ("Project").

WITNESSETH:

WHEREAS, the City and the County desire to proceed with the Project; and

WHEREAS, the Project is identified in Ramsey County's Transportation Improvement Program; and

WHEREAS, County Road B is designated County State Aid Highway (CSAH) 25; and

WHEREAS, the Project been designated by the Minnesota Department of Transportation (Mn/DOT) as eligible for County State Aid Highway funds; and

WHEREAS, the Project has been designated as State Aid Project (S.A.P.) 062-625-063; and

WHEREAS, the subject road segment is located within the City; and

WHEREAS, the proposed Project, includes, in addition to other items, grading, concrete curb and gutter, concrete sidewalk, pedestrian curb ramps, turf establishment, and related features; and

WHEREAS, plans for the Project showing proposed construction will be presented to the County and will be on file at City of Roseville Public Works Department; and

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. Whereas recitals set forth in this Agreement are hereby made a part of this Agreement as set out in full.
2. Responsibility for Design Engineering

- 2.1. The City will prepare plans, specifications, and proposals for the Project, which will include, among other things, the proposed reconstruction, alignment, profiles, grades, cross sections, concrete curb and gutter, concrete sidewalk, pedestrian curb ramps, turf establishment, and utility replacement and adjustments.
 - 2.2. Any costs associated with Project revisions after the completion of plans and specifications will be paid for by the party requesting the revisions. Revisions must be consistent with Mn/DOT State Aid requirements and are subject to approval by the County.
3. Procurement and Award of Contract
 - 3.1. The City will take bids in accordance with state law and City rules.
 - 3.2. The City will prepare an abstract of bids and a cost participation summary based on the lowest responsible bidder's proposal, and will provide the same to the County.
 - 3.3. Prior to award of the contract, the City will receive concurrence from the County to award a contract to the lowest responsible bidder.
 - 3.4. The City will award a contract, and pay the contractor from the County State Aid Highway and local funds identified for the Project.
4. Responsibility for Construction Engineering
 - 4.1. The City shall perform or contract the performance of the construction engineering for all elements of the Project.
5. Project Costs
 - 5.1. An estimate of the County's share of the Project costs is attached as Exhibit A, (Cost Participation Based on Engineer's Estimate). Quantities and unit prices in Exhibit A are estimates. Actual costs shall be based on the contract unit prices and the quantities constructed.
 - 5.2.
 - 5.2.1. The costs of contractor mobilization and traffic control will be allocated based upon cost participation percentages for the entire Project and based on contract unit prices and quantities at the time of contract award. No adjustments in the allocation will be made if unit prices or quantities vary during construction.

- 5.3. Except as provided herein, the County and City will participate equally in the costs of construction of the sidewalk.
- 5.4. Design Engineering Costs
 - 5.4.1. The City will pay for all costs related to design engineering.
- 5.5. Construction Engineering and Administration Costs
 - 5.5.1. The City will pay for all costs related to construction engineering.
6. Payment Schedule
 - 6.1. The City will invoice the County for construction costs incurred on a monthly basis or as determined by the payment schedule for the contractor.
 - 6.2. Payment will be made within 30 days of receipt of an invoice.
7. Maintenance Responsibility for Project Elements
 - 7.1. The City shall be responsible for all maintenance associated with sidewalk. Maintenance includes, but not limited to, snow removal and panel replacement.
8. The County grants the City temporary construction easements over all County owned rights-of-way and property within the limits of the Project for use during construction at no cost to the City.
9. The City and County shall indemnify, defend, and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents, or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the County or the City of any statutory or common law immunities, limits, or exceptions on liability.
10. This Agreement shall remain in full force and effect until terminated by mutual agreement of the parties.

CITY OF ROSEVILLE, MINNESOTA

By: _____
Mayor

Date: _____

By: _____
Director of Public Works

Date: _____

Approved as to Form:

By: _____
City Attorney

RAMSEY COUNTY, MINNESOTA

Julie Kleinschmidt, County Manager

Date: _____

Approval recommended:

James E. Tolaas, Director
Public Works Department

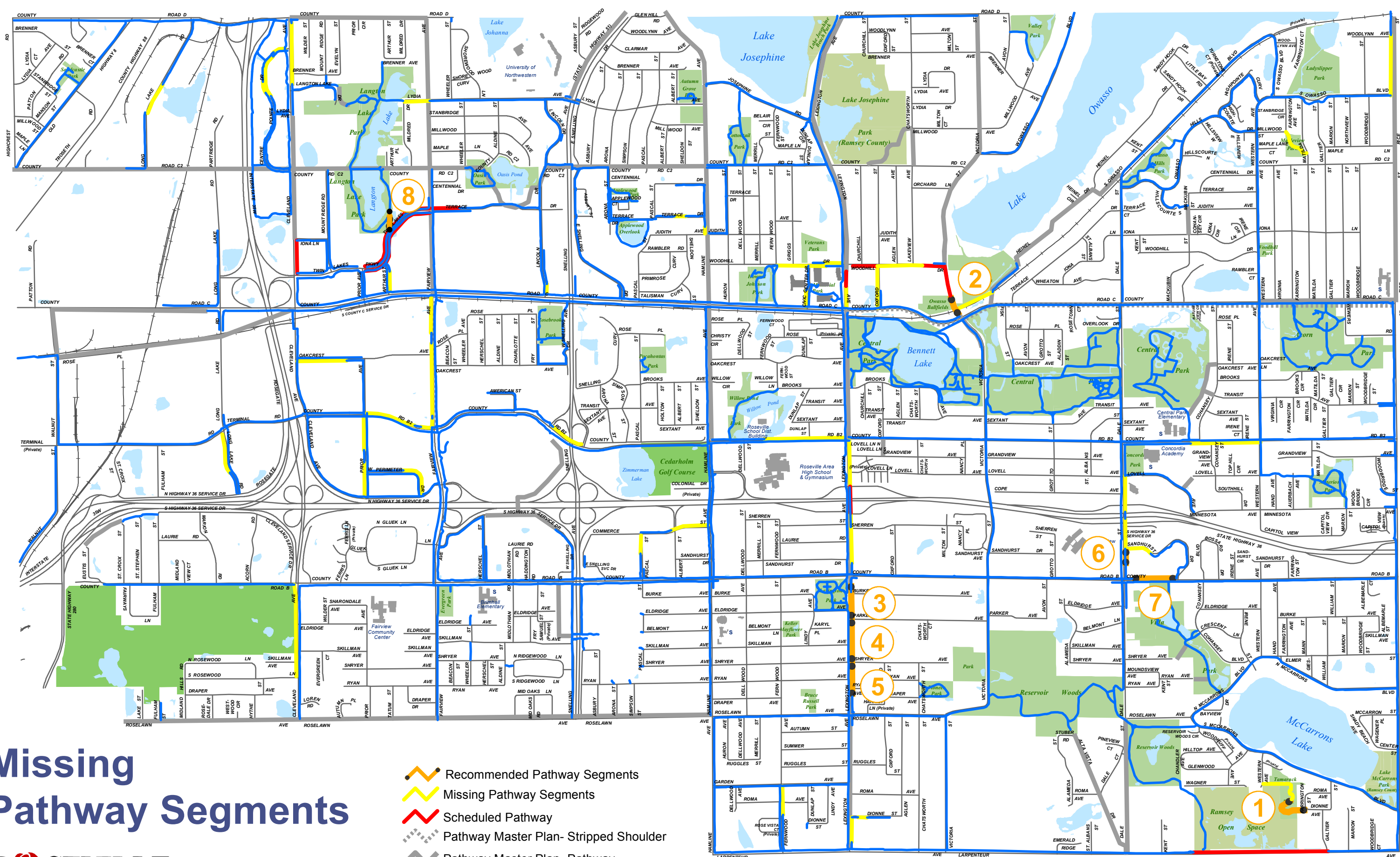
Approved as to form:

Assistant County Attorney

COST ESTIMATE (8-3-2016)
COUNTY ROAD B SIDEWALK

Dale to Sandhurst
ESTIMATE

ITEM	UNITS	UNIT PRICE	QUANTITY	TOTAL	CITY	COUNTY
Mobilization	LS	\$ 3,000.00	1.00	\$ 3,000.00	\$ 1,800.00	\$ 1,200.00
Traffic Control	LS	\$ 3,000.00	1.00	\$ 3,000.00	\$ 1,800.00	\$ 1,200.00
Common Excavation	CY	\$ 30.00	175.00	\$ 5,250.00	\$ 5,250.00	\$ -
Remove Conc. Curb	LF	\$ 5.00	200.00	\$ 1,000.00	\$ 1,000.00	\$ -
Class 5 Agg. Base	CY	\$ 20.00	84.00	\$ 1,680.00	\$ 840.00	\$ 840.00
4" Conc. Sidewalk	SF	\$ 6.00	4500.00	\$ 27,000.00	\$ 13,500.00	\$ 13,500.00
Clearing	TREE	\$ 300.00	2.00	\$ 600.00	\$ 600.00	\$ -
Grubbing	TREE	\$ 300.00	2.00	\$ 600.00	\$ 600.00	\$ -
Sod with 3" topsoil	SY	\$ 10.00	150.00	\$ 1,500.00	\$ 1,500.00	\$ -
Concrete Curb & Gutter Design B618	LF	\$ 30.00	200.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00
Truncated Domes	SF	\$ 50.00	8.00	\$ 400.00	\$ 200.00	\$ 200.00
TOTAL				\$ 50,030.00	\$ 30,090.00	\$ 19,940.00
Contingency			10%	\$ 5,003.00	\$ 3,009.00	\$ 1,994.00
Total				\$ 55,033.00	\$ 33,099.00	\$ 21,934.00



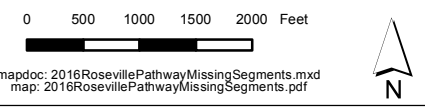
Missing Pathway Segments



Prepared by:
Engineering Department
January 18, 2017

Data Sources and Contacts:
* Ramsey County GIS Base Map (5/31/16)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §46B.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2017
Item No.: 8.g

Department Approval



City Manager Approval



Item Description: Approve Resolutions Approving the Acquisition of Easements

BACKGROUND

The City of Roseville currently has a watermain system that services numerous businesses on the south side of the County Road C Service Drive, just west of Fairview Ave (Attachment E). Currently this portion of the system is not looped. This could create significant impacts to business in the area if there was a water main break or if maintenance of the watermain needed to take place.

City staff evaluated options to create a looped watermain in the area, which would provide redundancy to the system. Staff has determined the best solution is to extend the existing watermain on the service drive to the east. The estimated cost of extending the watermain is \$50,000. This watermain would connect to an existing private watermain, that the city would acquire, which connects to the Fairview Avenue watermain creating a looped watermain.

In order to construct the looped system and to acquire a portion of a private watermain system (2645 Fairview Avenue), watermain easements are required. Staff had appraisals conducted for the proposed permanent acquisitions on both parcels. Based on the locations and area of the easements, the appraisals determined a value of \$15,900 for 1900 County Road C easement and \$29,300 for the 2645 Fairview Avenue easement. The easement for 2645 Fairview also includes the City taking over a portion of the private watermain. This water main was installed in the early 2000's and was constructed of the same materials as the City's system.

The City Attorney has drafted these easement documents and the Earnest Money Contracts, and has negotiated with the property owner's attorney for the final version as attached.

Attached is a resolution authorizing the Mayor and City Manager to execute the attached Earnest Money Contracts for the proposed easements.

FINANCIAL IMPACTS

The overall cost of this project is funded from the water fund. It is recommended these easements also be funded with water funds.

STAFF RECOMMENDATION

Staff recommends the Council approve the resolution authorizing the Mayor and City Manager to execute the Earnest Money Contracts for easement acquisitions at 1900 County Road C and 2645 Fairview Avenue.

29 **REQUESTED COUNCIL ACTION**

30 Motion to approve resolution authorizing the Mayor and City Manager to execute the Earnest Money
31 Contracts for easement acquisitions at 1900 County Road C and 2645 Fairview Avenue.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Resolution 1900 County Road C
B: Resolution 2645 Fairview Ave
C: 1900 County Road C Permanent Easement Earnest Money Contract
D: 2645 Fairview Ave Permanent Easement Earnest Money Contract
E: Location Map

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota was duly held on the 23rd day of January, 2017, at 6:00 p.m.

The following members were present: , , , and Mayor , and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING THE PURCHASE OF A WATER UTILITY EASEMENT
AT 1900 COUNTY ROAD C WEST BY THE CITY OF ROSEVILLE**

WHEREAS, the City of Roseville (the “City”) needs to obtain a water utility easement across the commercial real estate located at 1900 County Road C West in Roseville, Minnesota, as legally described in the attachment hereto (the “Property”); and

WHEREAS, the Property is owned by C. O. Lynch Enterprises Inc., a Minnesota corporation (the “Seller”); and

WHEREAS, the City Public Works Department has negotiated the terms of the City’s purchase of an easement from the Seller; and

WHEREAS, the City Attorney has prepared the attached Earnest Money Contract for Water Utility Easement (the “Earnest Money Contract”) and the Water Utility Easement attached thereto (the “Easement”); and

WHEREAS, the City has determined that it should acquire the Easement pursuant to the Earnest Money Contract in substantially the form attached hereto; and

WHEREAS, Minnesota Statute § 462.356, Subd. 2, provides that the City shall not acquire an interest in real property until the Planning Agency has reviewed the proposed acquisition and reported in writing to the City Council its findings as to the compliance of the proposed acquisition with the Comprehensive Plan; and

WHEREAS, Minnesota Statute § 462.356, Subd. 2 further provides that the City Council may, by resolution adopted by two-thirds vote, dispense with the requirements of Minnesota Statute § 462.356, Subd. 2, when in its judgment it finds that the proposed acquisition of real property has no relationship to the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, by the City Council (the “Council”) of the City of Roseville, Minnesota as follows:

1. The Council finds the proposed acquisition of an interest in real property has no relationship to the Comprehensive Plan and hereby dispenses with the requirements of Minnesota Statute § 462.356, Subd. 2.
2. The Council approves the Easement purchase and authorizes the Mayor and City Manager to execute the Earnest Money Contract. Approval of the Earnest Money Contract is subject to modifications that do not significantly alter the substance of the transaction and that are approved by the City Attorney, provided that execution of the Earnest Money Contract shall be conclusive evidence of approval.
3. City staff and officials are authorized to take all actions necessary to perform the City’s obligations under the Earnest Money Contract as a whole, including without limitation making payments for the Easement purchase, consultants, and closing costs, as well as execution of any documents necessary to close on the Easement acquisition.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof: , , , and Mayor , and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

Water Utility Easement at 1900 County Rd C

[illegible]

I, the undersigned, being the duly qualified City Manager of the City of Roseville, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 23rd day of January, 2017 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day of January, 2017.

SEAL

Patrick Trudgeon, City Manager

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota was duly held on the 23rd day of January, 2017, at 6:00 p.m.

The following members were present: , , , and Mayor , and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING THE PURCHASE OF A WATER UTILITY EASEMENT
BY THE CITY OF ROSEVILLE**

WHEREAS, the City of Roseville (the “City”) needs to obtain a water utility easement across the commercial real estate located at 2645 Fairview Avenue North in Roseville, Minnesota, as legally described in the attachment hereto (the “Property”); and

WHEREAS, the Property is owned by WHC Properties, L.L.C., a Minnesota limited liability company (the “Seller”); and

WHEREAS, the City Public Works Department has negotiated the terms of the City’s purchase of an easement from the Seller; and

WHEREAS, the City Attorney has prepared the attached Earnest Money Contract for Water Utility Easement (the “Earnest Money Contract”) and the Water Utility Easement attached thereto (the “Easement”); and

WHEREAS, the City has determined that it should acquire the Easement pursuant to the Earnest Money Contract in substantially the form attached hereto; and

WHEREAS, Minnesota Statute § 462.356, Subd. 2, provides that the City shall not acquire an interest in real property until the Planning Agency has reviewed the proposed acquisition and reported in writing to the City Council its findings as to the compliance of the proposed acquisition with the Comprehensive Plan; and

WHEREAS, Minnesota Statute § 462.356, Subd. 2 further provides that the City Council may, by resolution adopted by two-thirds vote, dispense with the requirements of Minnesota Statute § 462.356, Subd. 2, when in its judgment it finds that the proposed acquisition of real property has no relationship to the Comprehensive Plan.

1. The Council finds the proposed acquisition of an interest in real property has no relationship to the Comprehensive Plan and hereby dispenses with the requirements of Minnesota Statute § 462.356, Subd. 2.
2. The Council approves the Easement purchase and authorizes the Mayor and City Manager to execute the Earnest Money Contract. Approval of the Earnest Money Contract is subject to modifications that do not significantly alter the substance of the transaction and that are approved by the City Attorney, provided that execution of the Earnest Money Contract shall be conclusive evidence of approval.
3. City staff and officials are authorized to take all actions necessary to perform the City's obligations under the Earnest Money Contract as a whole, including without limitation making payments for the Easement purchase, consultants, and closing costs, as well as execution of any documents necessary to close on the Easement acquisition.

WHEREUPON said resolution was declared duly passed and adopted.

Patrick Trudgeon, City Manager

**EARNEST MONEY CONTRACT FOR
WATER UTILITY EASEMENT**

C. O. Lynch Enterprises Inc., a Minnesota corporation (“Grantor”), hereby agrees to sell to the City of Roseville, a Minnesota municipal corporation (“City”), a water utility easement on, over, under, across, and through the Easement Area described in Exhibit A attached hereto, together with the existing water main within the Easement Area, upon the following terms and conditions:

(1) The total price for the easement and existing water main shall be \$29,300.00 (“Purchase Price”), which shall be payable as follows:

- (a) \$1.00 as earnest money (“Earnest Money”) to be paid upon acceptance of this Contract by the City; and
- (b) The balance of the Purchase Price shall be payable as soon as good and marketable title has been established and a recordable easement in the form attached hereto as Exhibit B (“Easement”) has been duly signed, acknowledged, delivered to, and accepted by the City.

(2) The Grantor shall convey to the City good and marketable title in the Easement Area. The City shall, following acceptance of this Contract, examine the condition of title and notify the Grantor of any liens, encumbrances, or other matters which make title unmarketable. If title is unmarketable the Grantor shall, with the cooperation and assistance of the City, use the Grantor’s best efforts to remedy any title defects, provide the City marketable title, and obtain a consent to the Easement from all mortgagees which have an interest in the property.

(3) If the Easement Area is encumbered by a mortgage, the Purchase Price shall be jointly paid to the Grantor and the mortgagees, unless the mortgagees direct otherwise in writing.

(4) The Grantor agrees that if the condition of title to the Easement Area is deemed acceptable to the City and the City accepts and executes this Contract, the City shall have the right to immediately thereafter record the Easement.

(5) The Grantor grants the City, and its agents, employees and contractors, the immediate right to enter upon and use the Easement Area for the purposes of surveying, grading, excavating, inspecting, testing, and performing utility work thereon.

(6) If title to the Easement Area is not marketable within 60 days of the date that the City signs this Contract, or if any mortgagee or other encumbrancer shall refuse or fail to sign a consent or subordinate its interest in the Easement Area, this Contract shall, at the option of the City, be null and void and the Earnest Money shall be refunded to the City.

(7) This Contract shall not be binding on the parties unless and until it is signed by both the Grantor and the City.

(8) This Contract may be signed in any number of counterparts, each of which shall constitute one and the same instrument.

GRANTOR

C. O. Lynch Enterprises Inc.

By: _____

Its: _____

Date signed by Grantor:

_____, 2017

CITY

City of Roseville

By: _____

Its: Mayor

By: _____

Its: City Manager

Date signed by City:

_____, 2017

EXHIBIT A
to
Earnest Money Contract

Easement Area
Legal Description

A 20 foot wide easement for water utility purposes over, under and across the northerly 20 feet of the following-described real property:

The East 267 feet of the West 702 feet of the North 500 feet of the Northeast Quarter of the Northwest Quarter, subject to spur track easement;

All in Section 9, Township 29, Range 23, Ramsey County, Minnesota.

EXHIBIT B
to
Earnest Money Contract
Form of Easement

WATER UTILITY EASEMENT

THIS INDENTURE is made as of this _____ day of _____, 2017, between C. O. Lynch Enterprises Inc., a Minnesota corporation (“Grantor”), and the City of Roseville, a Minnesota municipal corporation (“City”).

WITNESSETH:

That said Grantor, in consideration of One and no/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the City, and its successors and assigns, a permanent water utility easement (the “Easement”) on, over, across, and through a portion of the following-described real property located in Ramsey County, Minnesota, to-wit:

See attached Exhibit A (the “Grantor’s Property”), said water utility easement being that part of the above-described parcel which lies within the following-described area:

See attached Exhibit B (the “Easement Area”).

The Easement includes the express grant and conveyance to the City of the existing water main located in the Easement Area, as depicted in **Exhibit C** (the “Existing Water Main”). Upon

the Grantor's execution and delivery of this Easement to the City, the Existing Water Main shall become a public improvement under the control and ownership of the City.

The grant of the Easement includes the right of the City, and its contractors, agents, employees, and successors and assigns, to enter upon and use the Easement Area to construct, reconstruct, inspect, operate, use, maintain, and repair water lines, pipes, valves, manholes, and other utility facilities associated therewith or incidental thereto, on, over, under, across, and through the Easement Area; to excavate cuts, slopes, trenches, and ditches within the Easement Area; to remove and import soils from and into the Easement Area; to remove trees, brush, undergrowth, pavement, and other obstructions from the Easement Area; and to do all other acts and things which are reasonably necessary for or incidental to the enjoyment of the easement rights granted herein.

Subject to the terms of this Easement and any permanent improvements that may be constructed or installed in the Easement Area, after the exercise of any rights granted herein, the City shall, at the City's sole cost and expense, promptly restore the lands subject to this Easement to as near their original condition as is reasonably possible and remove therefrom all debris, spoils, and equipment resulting from or used in connection with said rights.

The Easement shall be binding upon the Grantor and its successors and assigns, shall inure to the benefit of the City and its successors and assigns, and shall run with the land.

The Grantor, for itself and its successors and assigns, covenants with the City, and its successors and assigns, that the Grantor is the owner of the Easement Area and the Existing Water Main and the Grantor has good right to grant and convey the Easement to the City.

TO HAVE AND TO HOLD THE SAME, together with all the hereditaments and appurtenances thereunto belonging, or in anywise appertaining, to the City, its successors and assigns, forever.

IN TESTIMONY WHEREOF, the Grantor has caused this Easement to be executed as of the _____ day of _____, 2017.

GRANTOR

C. O. Lynch Enterprises Inc.

By: _____
David W. Peterson
Its: Chief Executive Officer

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by David W. Peterson, the Chief Executive Officer of C. O. Lynch Enterprises Inc., a Minnesota corporation, on behalf of said corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Erickson, Bell, Beckman & Quinn, P.A.
1700 West Highway 36
Suite 110
Roseville, MN 55113
651-223-4999

EXHIBIT A

Grantor's Property Legal Description

The East 267 feet of the West 702 feet of the North 500 feet of the Northeast Quarter of the Northwest Quarter of Section 9, Township 29, Range 23, Ramsey County, Minnesota, subject to spur track easement.

EXHIBIT B

Easement Area Legal Description

A 20 foot wide easement for water utility purposes over, under and across the northerly 20 feet of the following-described real property:

The East 267 feet of the West 702 feet of the North 500 feet of the Northeast Quarter of the Northwest Quarter, subject to spur track easement;

All in Section 9, Township 29, Range 23, Ramsey County, Minnesota.

EXHIBIT C

Location of Existing Water Main



FIGURE 2
PROPOSED WATER MAIN EASEMENT
1900 COUNTY ROAD C
P.I.N. 09-29-23-21-0003



**EARNEST MONEY CONTRACT FOR
WATER UTILITY EASEMENT**

WHC Properties, L.L.C., a Minnesota limited liability company (“Grantor”), hereby agrees to sell to the City of Roseville, a Minnesota municipal corporation (“City”), a water utility easement on, over, under, across, and through the Easement Area described in Exhibit A attached hereto, upon the following terms and conditions:

(1) The total price for such easement shall be \$15,900.00 (“Purchase Price”), which shall be payable as follows:

- (a) \$1.00 as earnest money (“Earnest Money”) to be paid upon acceptance of this Contract by the City; and
- (b) The balance of the Purchase Price shall be payable as soon as good and marketable title has been established and a recordable easement in the form attached hereto as Exhibit B (“Easement”) has been duly signed, acknowledged, delivered to, and accepted by the City.

(2) The Grantor shall convey to the City good and marketable title in the Easement Area. The City shall, following acceptance of this Contract, examine the condition of title and notify the Grantor of any liens, encumbrances, or other matters which make title unmarketable. If title is unmarketable the Grantor shall, with the cooperation and assistance of the City, use the Grantor’s best efforts to remedy any title defects, provide the City marketable title, and obtain a consent to the Easement from all mortgagees which have an interest in the property.

(3) If the Easement Area is encumbered by a mortgage, the Purchase Price shall be jointly paid to the Grantor and the mortgagees, unless the mortgagees direct otherwise in writing.

(4) The Grantor agrees that if the condition of title to the Easement Area is deemed acceptable to the City and the City accepts and executes this Contract, the City shall have the right to immediately thereafter record the Easement.

(5) The Grantor grants the City, and its agents, employees and contractors, the immediate right to enter upon and use the Easement Area for the purposes of surveying, grading, excavating, inspecting, testing, and performing utility work thereon.

(6) If title to the Easement Area is not marketable within 60 days of the date that the City signs this Contract, or if any mortgagee or other encumbrancer shall refuse or fail to sign a consent or subordinate its interest in the Easement Area, this Contract shall, at the option of the City, be null and void and the Earnest Money shall be refunded to the City.

(7) This Contract shall not be binding on the parties unless and until it is signed by both the Grantor and the City.

(8) This Contract may be signed in any number of counterparts, each of which shall constitute one and the same instrument.

GRANTOR

WHC Properties, L.L.C.

By: _____

Its: _____

Date signed by Grantor:

_____, 2017

CITY

City of Roseville

By: _____

Its: Mayor

By: _____

Its: City Manager

Date signed by City:

_____, 2017

EXHIBIT A
to
Earnest Money Contract

Easement Area
Legal Description

A 20 foot wide easement for water utility purposes over, under and across the northerly 20 feet of the following-described real property:

The North 150 feet of the Northeast Quarter of the Northwest Quarter EXCEPT the West 902 feet of said Northeast Quarter of the Northwest Quarter, subject to roads and easements;

AND

The East 200 feet of the West 902 feet of the North 500 feet of the Northeast Quarter of the Northwest Quarter, subject to roads and easements;

All in Section 9, Township 29, Range 23, Ramsey County, Minnesota.

EXHIBIT B
to
Earnest Money Contract
Form of Easement

WATER UTILITY EASEMENT

THIS INDENTURE is made as of this _____ day of _____, 2017, between WHC Properties, L.L.C., a Minnesota limited liability company (“Grantor”), and the City of Roseville, a Minnesota municipal corporation (“City”).

WITNESSETH:

That said Grantor, in consideration of One and no/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the City, and its successors and assigns, a permanent water utility easement (the “Easement”) on, over, across, and through a portion of the following-described real property located in Ramsey County, Minnesota, to-wit:

See attached Exhibit A (the “Grantor’s Property”), said water utility easement being that part of the above-described parcel which lies within the following-described area:

See attached Exhibit B (the “Easement Area”).

The grant of the foregoing easement includes the right of the City, and its contractors, agents, employees, and successors and assigns, to enter upon and use the Easement Area to

construct, reconstruct, inspect, operate, use, maintain, and repair water lines, pipes, valves, manholes, and other utility facilities associated therewith or incidental thereto, on, under, across, and through the Easement Area; to excavate cuts, slopes, trenches, and ditches within the Easement Area; to remove and import soils from and into the Easement Area; to remove trees, brush, undergrowth, pavement, and other obstructions from the Easement Area; and to do all other acts and things which are reasonably necessary for or incidental to the enjoyment of the easement rights granted herein.

Subject to the terms of this Easement and any permanent improvements that may be constructed or installed in the Easement Area, after the exercise of any rights granted herein, the City shall, at the City's sole cost and expense, promptly restore the lands subject to this Easement to as near their original condition as is reasonably possible and remove therefrom all debris, spoils, and equipment resulting from or used in connection with said rights.

The Easement shall be binding upon the Grantor and its successors and assigns, shall inure to the benefit of the City and its successors and assigns, and shall run with the land.

The Grantor, for itself and its successors and assigns, covenants with the City, and its successors and assigns, that the Grantor is the owner of the Easement Area described herein and the Grantor has good right to grant and convey the Easement given herein to the City.

TO HAVE AND TO HOLD THE SAME, together with all the hereditaments and appurtenances thereunto belonging, or in anywise appertaining, to the City, its successors and assigns, forever.

(Signatures follow)

IN TESTIMONY WHEREOF, the Grantor has caused this Easement to be executed as of
the _____ day of _____, 2017.

GRANTOR

WHC Properties, L.L.C.

By: _____
Paul McCulloch
Its: Chief Manager

[illegible]

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by Paul McCulloch, the Chief Manager of WHC Properties, L.L.C., a Minnesota limited liability company, on behalf of said company.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Erickson, Bell, Beckman & Quinn, P.A.
1700 West Highway 36
Suite 110
Roseville, MN 55113
651-223-4999

EXHIBIT A

Grantor's Property Legal Description

The North 150 feet of the Northeast Quarter of the Northwest Quarter EXCEPT the West 902 feet of said Northeast Quarter of the Northwest Quarter, subject to roads and easements;

AND

The East 200 feet of the West 902 feet of the North 500 feet of the Northeast Quarter of the Northwest Quarter, subject to roads and easements;

All in Section 9, Township 29, Range 23, Ramsey County, Minnesota.

EXHIBIT B

Easement Area Legal Description

A 20 foot wide easement for water utility purposes over, under and across the northerly 20 feet of the following-described real property:

The North 150 feet of the Northeast Quarter of the Northwest Quarter EXCEPT the West 902 feet of said Northeast Quarter of the Northwest Quarter, subject to roads and easements;

AND

The East 200 feet of the West 902 feet of the North 500 feet of the Northeast Quarter of the Northwest Quarter, subject to roads and easements;

All in Section 9, Township 29, Range 23, Ramsey County, Minnesota.

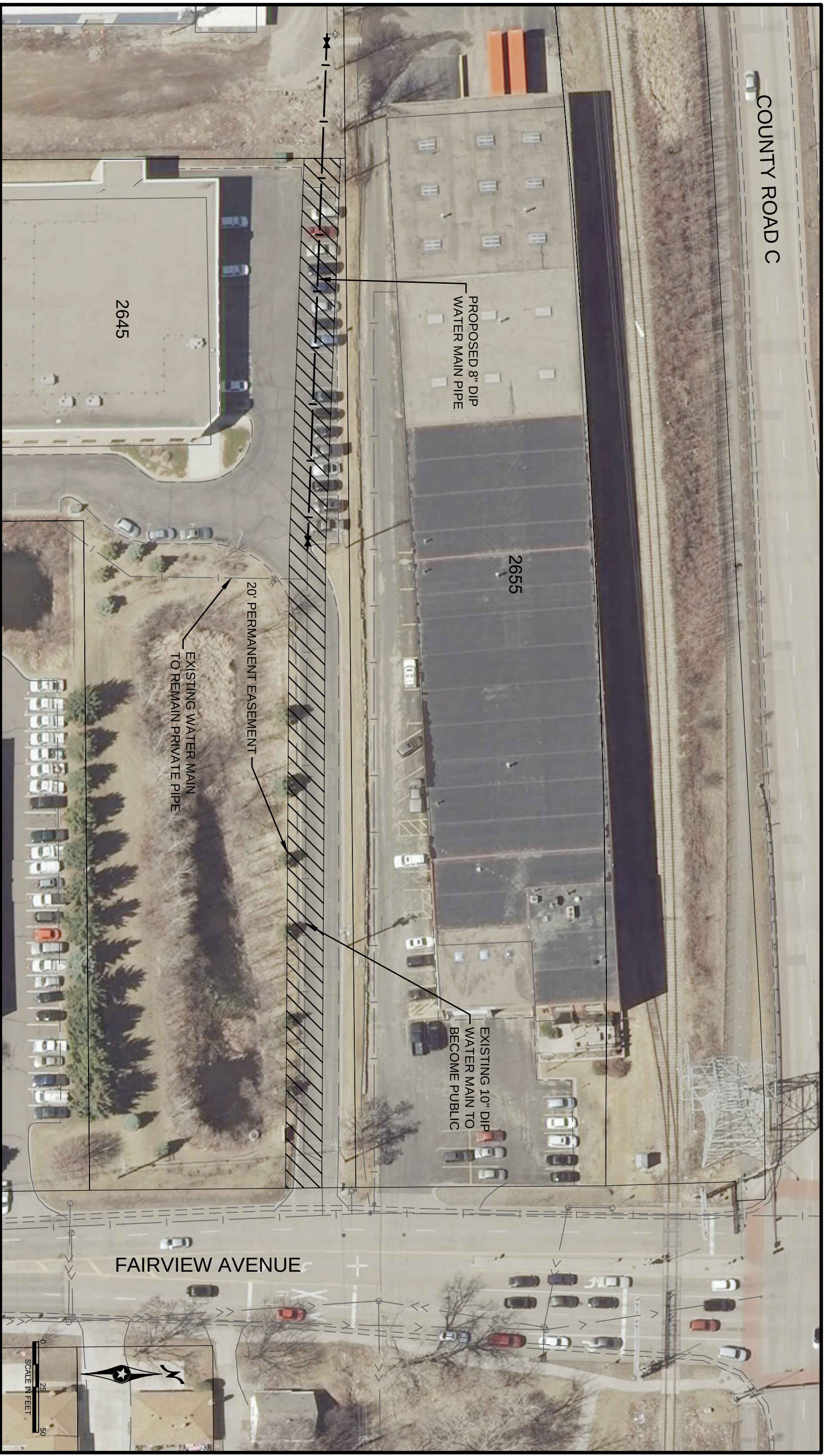


FIGURE 1
PROPOSED WATER MAIN EASEMENT
2645 FAIRVIEW AVENUE
P.I.N. 09-29-23-21-0014





Project Area

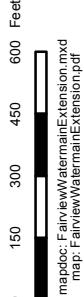
Fairview Watermain Extension



Prepared by:
Engineering Department
January 17, 2017

Data Sources and Contacts:
* Ramsey County GIS Base Map (1/16/17)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department
2860 Civic Center Drive, Roseville MN

DISCLAIMER:
This is a legally recorded map for a survey and is not intended to be used as a map. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) data used to prepare this map is accurate, complete, current, or that the map is free of errors or omissions. The City of Roseville is not responsible for any errors or omissions in this map, and is not liable for any damages, including consequential damages, arising from the use of this map. The City of Roseville is not responsible for any errors or omissions in this map, and is not liable for any damages, including consequential damages, arising from the use of this map.



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2017
Item No.: 8.h

Department Approval



City Manager Approval



Item Description: Approve 2017 Street and Utility Preliminary Work Plan

BACKGROUND

Each year Public Works staff monitors and evaluates the condition of City infrastructure for development of ongoing maintenance and replacement needs plans. We use this information to develop capital improvement plans and in the development of the annual budget request in these areas. We also work closely with Ramsey County and MnDOT on improvements to City infrastructure as a part of their road improvement projects within Roseville. The following are the improvements that we are recommending for the 2017 construction season within the city. The attached map shows both pavement improvement as well as utility improvements. (Attachment A) The map also shows projects that are being conducted by Ramsey County, the Minnesota Department of Transportation (MnDOT) and the Metropolitan Council Environmental Services, as some of these projects have impacts on city projects. The proposed work plan is consistent with the 20-year capital improvement plan and pavement management program policies.

POLICY OBJECTIVE

- Pavement Management Program Projects:** Each year the Public Works Department evaluates infrastructure needs based on the City's Pavement Management Program and assessment of utility infrastructure. Streets in marginal condition are recommended for major maintenance by mill and overlay. Streets in poor condition and that do not meet the City standard for street construction are recommended for reconstruction. We propose to include the following street segments in our 2017 construction contract:

Mill and Overlay	
Lydia Ave, Snelling Ave – Hamline Ave (MSA)	Loren Rd, Cleveland Ave - Cul-de-sac
Woodhill Dr, Lexington Ave – Victoria Ave (MSA)	Prior Ave, Roselawn Ave – Ryan Ave
Fernwood St, Roselawn Ave – County Rd B (MSA)	Tatum Ave, Roselawn Ave – Ryan Ave
Albert St, County Rd B – Commerce St (MSA)	Draper Dr, Ryan Ave – Fairview Ave
Commerce St, Albert St – Hamline Ave (MSA)	E Snelling Service Dr, Roselawn Ave – Skillman Ave
S McCarrons Dr, Western Ave – Roselawn Ave (MSA)	Asbury St, Ryan Ave – Skillman Ave
N McCarrons Dr, Roselawn Ave – Hand St (MSA)	Ryan Ave, E Snelling Service Dr – Hamline Ave
Ferris Ln, County Rd B – Gluek Ln	Sherren St, Dellwood St – Fernwood St
Lindy Ave, Skillman Ave – Burke Ave	Merrill St, County Rd B – Sherren St
Skillman Ave, Cul-de-sac – Cleveland Ave	Fernwood St, County Rd B – Sherren St
Burke Ave, Hamline Ave – Lindy Ave	Belmont Ln, Dellwood Ave – Fernwood St

Eldridge Ave, Hamline Ave – Lexington Ave	Karyl Pl, Lindy Ave – Cul-de-sac
Reclaim and Inlay (Watermain Replacement)	
North and South Gluek Ln	Shryer Ave, Fernwood Ave – Lexington Ave
Eldridge Ave, Fry St - Cul-de-sac	Sandhurst Dr, Albert St – Hamline Ave
Sandhurst Dr, Dellwood Ave – Fernwood Ave	

The majority of the streets are proposed to have the top layer of pavement milled and replaced with new bituminous pavement. The streets where utilities will be replaced will be reclaimed and will have the entire pavement section repaved. Spot curb replacements are also done at this time but only where there are significant structural issues with the in-place curb or significant settling.

These pavement resurfacing projects are proposed to be financed through our street infrastructure funds and Municipal State Aid (MSA) funds. After receiving bids for these projects, we will request that the City Council award the bid to the lowest responsible bidder.

As part of the Pavement Management Program staff will evaluate the underlying water mains and sanitary sewer lines in the street right-of-way in these areas. We will take advantage of the repaving of the roadways to repair/replace these utilities. These repairs and replacements will be funded from the water and/or sanitary sewer utility funds.

Reconstruction: No roads are proposed to be reconstructed in 2017.

Seal Coat: As in 2015 and in 2016, the City will not be doing a seal coat program due to pavement delamination issues. The budget for seal coating will be used to mill and overlay additional roads as part of the PMP project.

2. **Pathways:** Staff is working with Ramsey County and Community Development to develop a sidewalk on the north side of Larpenteur Ave from Mackubin St to Galtier St. This would connect the sidewalk or pathway on either end of the project and connect a missing gap. County State Aid, Municipal State Aid and Community Development Block Grant (CDBG) funding is the proposed funding sources for this project.

New sidewalks/pathways will be constructed through Roseville using Parks Renewal Bonding money approved in 2016. These will be in addition to the segments that were constructed in 2016.

- Lexington Avenue, Burke Avenue to Roselawn
- Victoria Street, Country Road C – Woodhill Ave
- County Road B, Dale St – Sandhurst
- Pathway in Tamarack Park
- Langton Lake Trail Connection to Twin Lakes Parkway

As part of Public Works department annual pathway maintenance where pavement is replaced, public works staff will be replacing pathway/sidewalk segments in Rosebrook Park and Central Park in 2017.

3. **Utility Infrastructure:**

Sanitary Sewer Lining: The majority of the city's sanitary sewer mains were constructed in the late 1950's and early 1960's, utilizing clay tile pipe and reinforced concrete pipe. Over time the joint materials have failed allowing root intrusion. The pipe is also susceptible to

cracking and construction damage. The 2017 Capital Improvement Plan recommends funding for a sanitary sewer main lining program to extend the life of our sanitary sewers by 50 years or more. This technology essentially installs a new resin pipe inside the old clay tile sewer main without digging up city streets, which results in minimal disruption to residents during construction. The liner pipe is inserted into the main through existing manholes and cured in place with a heat process. Any given segment is usually completed in one working day. Service line connections are reopened using a robotic cutter and remote cameras. During the process, existing flows are bypassed using pumps. This technology has been proven over the past 20 years, and costs have become competitive with open cut replacement. The City started doing this type of renovation on an annual basis in 2006 and will have an annual project for the foreseeable future to rehabilitate our aging sewer infrastructure. This technology also reduces infiltration of groundwater into the system and can be credited toward current and future inflow/ infiltration surcharges which are mandated by the Metropolitan Council. In 2017 approximately 6.2 miles of sanitary pipe are scheduled to be lined. The location of this work varies and is spread throughout the City based on system priority.

Pipe Replacements/Repairs: Staff evaluates sanitary and water main replacement needs in our pavement replacement areas as well as utility infrastructure needs in County and State project areas. Those replacements are being identified from recent utility inspections and adjustments to the plan will be communicated to the Council at a later date. To date city staff has identified watermain replacements on Gluek Lane, Sandhurst Drive between Albert Street and Hamline Avenue, Sandhurst Drive between Dellwood Street and Fernwood Street, Shryer Avenue between Fernwood Street and Lexington Avenue and Eldridge Avenue east of Fry St.

Additionally, the City will be constructing a new watermain just south of County Road C and west of Fairview Avenue to provide a looped watermain system to the businesses on the County Road C Service Rd.

Lift Station: The Cleveland Sanitary Sewer Lift Station, located at Cleveland Ave and Brenner Ave, will be replaced in 2017. The lift station was constructed in 1987. The forcemain for this lift station will also be replaced at this time.

Staff will begin the design process to replace the Lounge Lift Station located near County Road C2 and Lincoln Drive. This lift station was built in 1989 and needs updates to some hardware in the lift station including guard rail, elbows and valves.

Storm sewer system improvements: Staff continues to analyze the existing drainage systems and localized flooding issues and is identifying mitigation projects. Staff is now working on developing a 2017 drainage improvement project to alleviate some of these flooding concerns. Staff has already identified several projects for 2017. Some of the projects include;

- **Pavement Management Storm Water Upgrades:** As part of the pavement management project staff is looking at replacing or adding infrastructure to areas that have had flooding issues. The following areas will have additional storm water improvement completed;
 - Gluek Lane – Installation of underground storage to reduce some flooding

issues.

- Burke & Fernwood – Reconstruction of the storm water system in this area. The design will plan for a future underground storage in Keller Mayflower Park. Ultimately these improvements will reduce flooding on Skillman Ave and near St Rose of Lima.
- Sherren Storm – Staff will be studying additional storm water improvements to this area and possible construction of additional storm water ponds to further reduce street flooding in the area.
- Owasso Private Drive – Currently South Owasso Private Drive consists of a gravel driving surface. The Ramsey-Washington Metro Watershed District inventoried the Private Drive as a direct discharge into Lake Owasso (direct discharge is stormwater running directly into a water body without treatment, and thus potentially carrying a higher amount of pollutants). There are also multiple drainage issues along the Private Drive that affect property owners as stormwater has to circumvent foundations to drain to the lake. This project will add a porous driving surface that will treat the stormwater, and reduce the drainage issues of the adjacent properties by capturing the water and directing it safely to the lake.
- Alameda Storm Improvements: The inlet and outlet to this ponds are both in need of replacement. The inlet to the ponds has completely failed and in need of replacement. The outlet from the pond is in fair shape but is not functioning properly. There is no skimmer device on the outlet. This allows floatables such as tree debris and algae to discharge from the pond some of which can get stuck in the pipe. Additionally, this pond system discharges into the new Villa Park underground system. The floatables and algae can cause maintenance problems to this system. The outlet is proposed to be replaced and an improved outlet is proposed to be constructed. This storm water pond is also currently being study for possible future sediment removal.
- Storm Pond Maintenance – Staff is currently working with a consultant to evaluate which storm water ponds are in need of future maintenance which would include sediment removal. Based on the report, plans will be developed for sediment removal projects in the future.
- Victoria Street Storm Improvements: Staff will be working with Ramsey County to rehabilitate the existing storm water pipes that discharge to Lake Owasso as this pipe and outlet are in poor condition. The existing pipes will be lined and the existing outlet in the lake will be replaced.
- Valley Park Basins: The upper storm water basin in Valley Park is failing. The existing berm is constructed of poor material allowing the pond water to seep the berm causing it to fail. The entire pond is planned to be reconstructed.
- Central Park Storm: Staff will be developing a plan to replace a large diameter outlet off Cohansey St on the east end of Central Park. The outlet is failing and in need of repair.
- Staff will begin the design process to replace the Walsh Pond Lift Station located

in Midland Hills. The lift station was built in 1973 and needs new pumps, a new inlet and new controls. Work is estimated to cost \$362,000. Replacement would likely take place in 2018.

- Staff will be working with Rice Creek Watershed District to study adding an Iron Enhanced Sand filter to Oasis Pond. Grant funding is being applied for though the state. Construction would occur in 2018.
- This existing pond located near Oakcrest Ave, east of Fairview is an existing storm pond with a concrete ditch captures water from Rosedale Commons, and provides rate control during large rain events. Staff will be studying and designing plans to retrofit this pond to have an Iron Enhanced Sand Filter bench installed around the perimeter. This filter bench will provide similar rate control, but it will increase the removal of pollutants that degrade our local water resources. The addition of this project will help the City meet a Total Maximum Daily Load (TMDL) for Long Lake. Construction would not occur in 2017 but at a later date.

4. Other Improvements

Rail Road Crossing Upgrades: Staff will be working with Minnesota Commercial Railway to replace five railroad crossings in three locations on Terminal Rd and Walnut St. The existing railroad crossing of the roadway and pathway are in poor condition. In particular, the pathway crossings are in very poor condition creating a safety hazard. The project will consist of replacing the tracks in the roadway and pathway with a new concrete surface and new rails. Municipal State Aid funds will pay for the City portion of the costs.

Twin Lakes East Collector: As an extension of the Twin Lakes Parkway improvements, the intersections of Terrace Ave and Lincoln Ave, and Lincoln Ave and C-2 will be evaluated to provide a better connection from Fairview Ave to Snelling Avenue. An additional left turn lane from east bound County Rd C-2 to Snelling will be provided as part of the project. Funding for the project is through TIF funding.

Rosedale Signal Improvements: Staff will be working with a consultant to reconstruct the signal light on County Road B-2 and the southbound Snelling ramps. This upgrade to the intersection and the signal light was required as part of the Rosedale Mall expansion. The majority of the cost of this project will be funded by the Rosedale Mall. Costs will also be shared with MnDOT and Ramsey County which were planning to replace the signal within the next two years.

5. Other Projects

Central Park Dale Street Parking Lot: Staff will be working on completely reconstructing the Dale Street parking lot serving Central Park. The lot is planned to have storm water features added and the lot configuration redesigned.

Comprehensive Surface Water Management Plan: Staff will continue to work with its consultant on the Comprehensive Surface Water Management Plan (CSWMP) which is required to be updated as part of the Comprehensive Plan. Staff plans to submit the final version to the watersheds for final approval by August of 2017.

Comprehensive Plan including Water Supply Plan, Sanitary Plan, and Transportation

Plan: Staff will continue to complete the Water Supply Plan and Sanitary Sewer Plan updates to the Comprehensive Plan. Additionally, staff will be hiring a consultant to assist with updating the Transportation Plan. One major aspect that we will look at addressing at the same time is updating the Pathway Master Plan.

MS4 Permit Updates: Staff will be working with the Minnesota Pollution Control Agency (MPCA) to address any changes that are need for our permit as the new permit renewal process begins.

The overall cost of the 2017 Public Works Work Plan is approximately \$7-8 million.

Staff presented the 2017 Public Works Work Plan to the Public Works Environmental and Transportation Commission on November 29. The meeting minutes and the Work Plan presentation from that meeting are included in Attachments B and C.

FINANCIAL IMPACTS

Staff is developing preliminary cost estimates for the projects at this time. We anticipate the total work plan cost to be in the \$7 - \$8 million dollar range.

The Street Infrastructure Fund interest earnings support the local street Mill and Overlay program. MSA street overlays are proposed to be funded from the City's MSA account.

Utility improvements are funded from the respective Utility enterprise funds.

County State Aid funding and Community Block Development Grant (CBDG) funding is the proposed funding source for a portion of the sidewalk improvements on Larpenteur Avenue.

Staff has discussed opportunities for funding with the watershed districts for storm sewer system improvements and will continue to pursue those funds where applicable.

Crack sealing and major patching are funded from the street maintenance budget. This budget is supported by the general fund tax levy and MSA maintenance allocation. Staff recommends funding a program consistent with our pavement maintenance policies.

By taking action now, the Council will be authorizing staff to work on plans for the projects as described. As project bids are opened, staff will bring individual contracts to the City Council for approval. A detailed cost breakdown will be included with those Council Actions.

STAFF RECOMMENDATION

These improvements are recommended for construction in 2017. Additional utility improvements may be identified at a later date and brought to the Council for authorization. All projects will come back to the City Council for further action.

REQUESTED COUNCIL ACTION

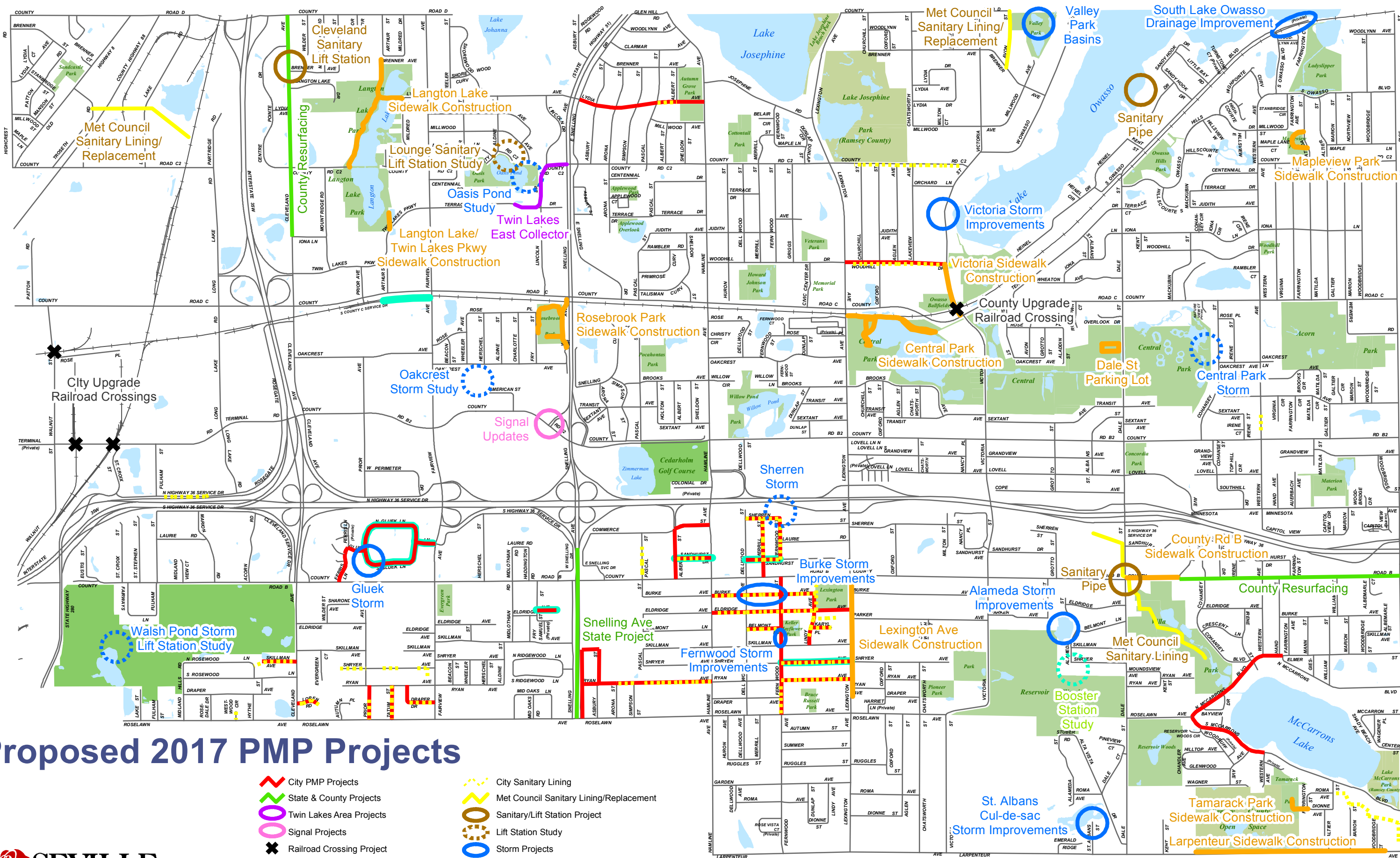
Motion approving the 2017 preliminary work plan for street and utility improvements.

Prepared by: Jesse Freihammer, Assistant Public Works Director/City Engineer

Attachments: A: 2017 Proposed Project Map

B: PWETC Minutes

C: PWETC Presentation



Proposed 2017 PMP Projects



Prepared by:
Engineering Department
November 21, 2016

- City PMP Projects
- State & County Projects
- Twin Lakes Area Projects
- Signal Projects
- X Railroad Crossing Project
- Pathway and Parking Lot Projects
- City Sanitary Lining
- Met Council Sanitary Lining/Replacement
- Sanitary/Lift Station Project
- Lift Station Study
- Storm Projects
- Future Project Study
- Watermain Projects
- Booster Station Study

Data Sources and Contacts:
* Ramsey County GIS Base Map (11/02/16)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

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Excerpt from November 29, 2016 Draft PWETC minutes.

2017 Public Works Work Plan

As detailed in the staff report of today's date and the presentation by Mr. Culver and Mr. Freihammer, 2016 accomplishments were reviewed and a summary of the aggressive schedule for 2017.

Items of note provided by staff included the bulk of redevelopment and expansion at Rosedale Mall and related infrastructure improvement mitigation (involving the City of Roseville, Ramsey County and MnDOT) paid for in bulk by the development, with the possibility of some state participation to advance replacement of the signal; and success of replaced failing sidewalk pavers at Lexington and Larpenteur (just west of Taco Bell Restaurant) providing a much better solution around boulevard trees, initially part of the streetscape project several years ago.

Specific to water main replacement, Mr. Culver noted that in preparing the next year's department work plan, staff annually reviewed all infrastructure conditions focusing on low-rated systems; and with water mains in particular determined which method was indicated for repair or replacement (e.g. open cut, lining, pipe bursting, or other tools) as noted during the presentation earlier in 2016 to the PWETC by Mr. Paul Pasko from SEH. Depending on the number of service connections to the main and overall cost involved, Mr. Culver advised that this defined the best method to use studied accordingly and part of the decision-making used for each project.

At the request of Member Seigler, Mr. Culver reviewed the process involved for "iron enhanced sand filters" used on ponds and stormwater devices, with the exception of those infiltrating and creating other issues. Mr. Culver noted that one had been installed as part of the Twin Lakes Parkway extension project and also noted one was located on Oakcrest next to the Rosedale Center. Mr. Culver advised that these techniques allowed a reduction in phosphorus at that point of use and reduced it and controlled vegetation at local water bodies.

At the further request of Member Seigler, Mr. Culver advised that MnDOT was continually testing new products or devices for traffic counts, including 24/7, typically used on ramps and freeways. While this technology is available, Mr. Culver reported that those permanent ones were not only more expensive to install but also to maintain. Mr. Culver noted that the two counters currently used by the city were the easiest to set up and the least expensive. Mr. Culver further noted that video was growing in popularity and capabilities, including the mechanical vision market as a growing industry, making future use and costs more feasible, but not yet at this point for municipalities.

In summary, Mr. Freihammer reported that the 2017 Public Works Plan involved an estimated \$7 to \$8 million, utilizing a variety of funding sources, including utility funds and Minnesota State Aid (MSA) funds for roadways under that category.

Mr. Freihammer provided a partial list of those projects anticipated by other agencies that will have general impact for Roseville, including MnDOT's rehabilitation of Snelling Avenue between Como Avenue and Trunk Highway 36, including additional turn lanes at Larpenteur, ADA upgrades, and resurfacing.

Mr. Freihammer advised that Ramsey County had several areas scheduled for mill and overlay; including County Road B, Sandhurst, Rice Street, Cleveland Avenue, Iona, County Road D (four-lane and three-lane conversions) and storm sewer modifications.

Mr. Freihammer reported on a major Metropolitan Council Environmental Services project replacing their interceptor and meter on Avon Street near Valley Park, and lining their interceptor around Dale Street, south of Trunk Highway 36, as well as lining their interceptor under County Highway 88 in western Roseville.

For watershed projects affecting Roseville, Mr. Freihammer reported that Capitol Region Watershed District had received a watershed grant for work in this area; Rice Creek Watershed District has 2018 construction (2017 preliminary work) for iron enhanced sand filter installation at Oasis Park; and Ramsey County-Washington Metro Watershed District has storm pond clean-up scheduled as well as work on the S Owasso drainage issues.

At the request of Member Seigler, Mr. Culver advised that this is becoming a typical average annual expenditure as expenses increase and in response to the City Council's aggressive action in developing in-depth infrastructure management and capital improvement program among all city assets. Toward that end, Mr. Culver noted that the city had been collecting funds for awhile, but with the addition of the Public Works Department's Environmental Specialist, Ryan Johnson, through his efforts a more comprehensive program had been developed for pond clean-up and to address best management practice (BMP) that may be more expensive initially but develop more efficiencies going forward.

Specific to the Snelling Avenue project, Member Thurnau asked that a future agenda discussion could include a synopsis of all improvements involved, particularly to review the Pathway Master Plan and Snelling Avenue improvements for sidewalks along that segment, and especially in the area of Har Mar Mall with a missing segment.

Mr. Culver duly noted that request and advised that staff was also planning additional information for the PWETC in the future on the Pathway Master Plan in conjunction with the comprehensive plan update process.

At the request of Member Wozniak, Mr. Culver reported on the anticipated timeline for the Rosedale signal redesign; with a kick-off meeting later this week with the consultant, MnDOT, Ramsey County and others involved to reconfirm all components of the project. Mr. Culver advised that the intent was that the project goes out to bid in the spring of 2017, with Rosedale Center having a preferred window of opportunity for the work to be done as their construction projects are phased in and in conjunction with mall operations in general (preferably with work scheduled in June through August of 2017).

At the request of Chair Cihacek, Mr. Culver provided a brief update on the delamination issue, reporting that while theories abound, the chemistry was still under review in the laboratories and therefore, he was not yet prepared to make a recommendation to the City Council to reinstate annual sealcoating processes in 2017 or 2018 until that additional research was completed.



2016 Activities & Accomplishments

CITY OF ROSEVILLE

2016 Accomplishments

- New Construction
 - New Intersection at 35W & Cleveland
 - Twin Lakes Parkway – Completed new roadway and pathway
- New Sidewalks
 - Lexington Ave
 - Lincoln Drive
 - Dale St



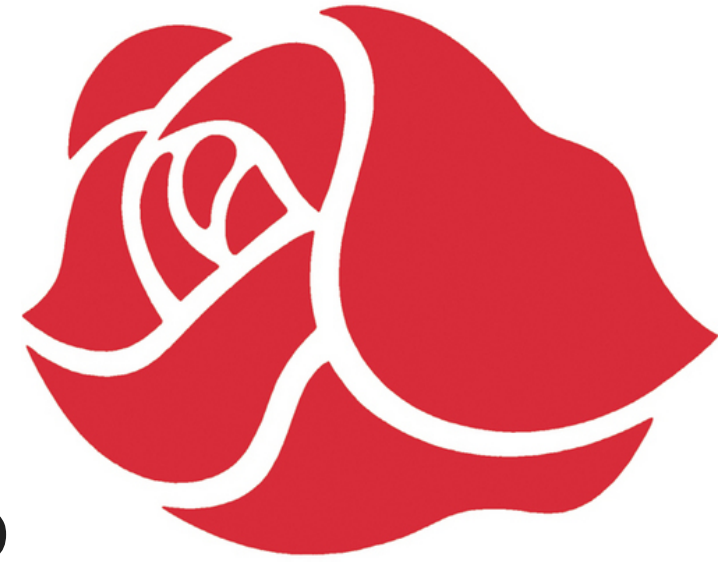
2016 Accomplishments

- Storm Water BMP's
 - Corpus Christi Filtration Ponds
 - City Hall Filtration Basins
 - Eldridge Ditch Maintenance
 - Added raingarden at Wheeler St in conjunction with street closure at CR D
- MS4 Permit
 - Erosion Control Inspections
 - 66 Permits, 740 Inspections
 - Pond Maintenance
 - Valley Park, Byerly's Pond
- Recycling
 - Worked with the Rotary club and Eureka Recycling during Taste of Rosefest to have a Zero Waste Event where 96% of waste was composted or recycled
 - New contract with Eureka
- Solar
 - Pursuing adding solar on Maintenance Facility rooftop

2016 Accomplishments

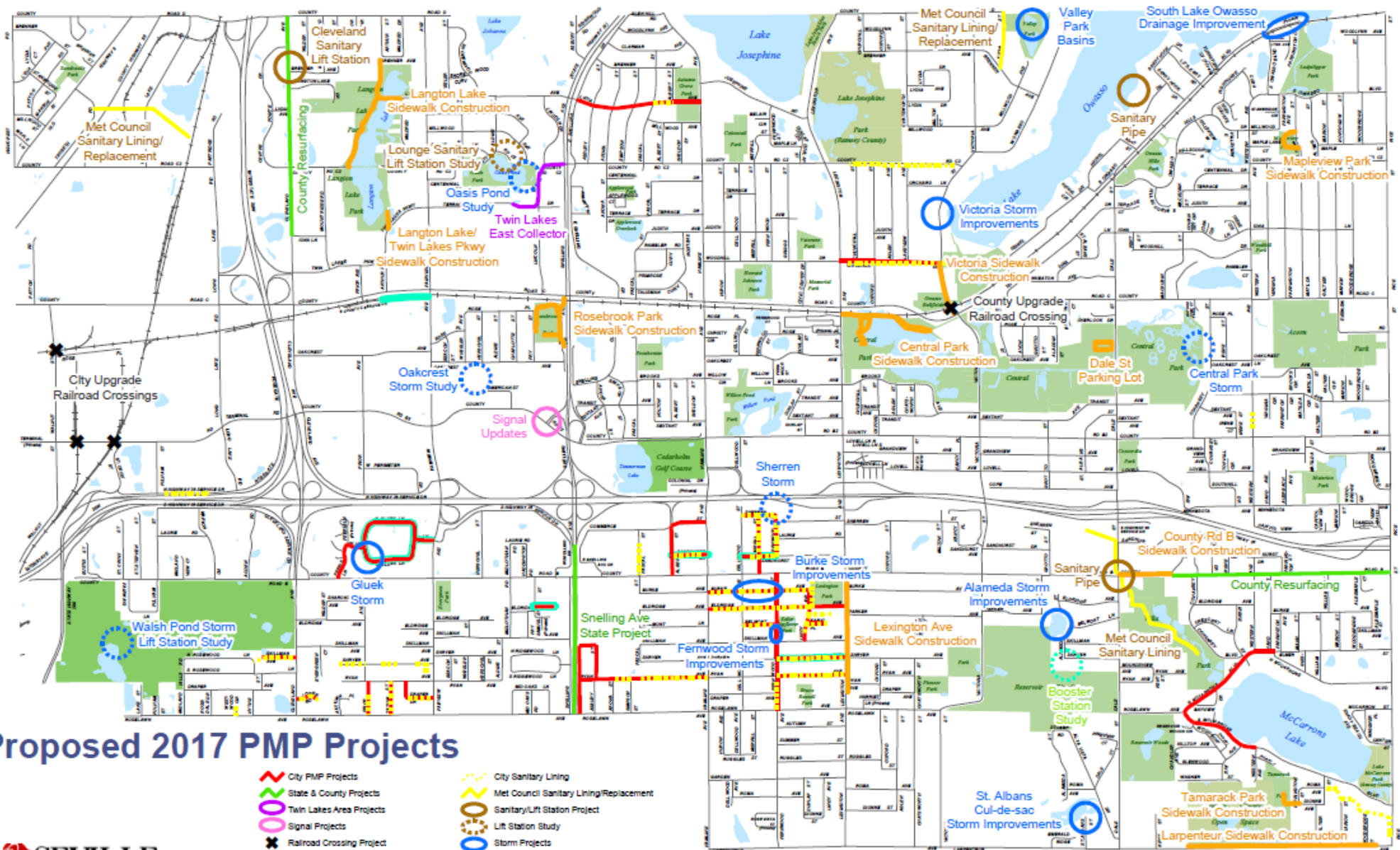
- Resurfaced 8.94 miles of road in Pavement Management Project (PMP)
- Replaced 0.77 miles of watermain
- Lined 5.0 miles of sanitary sewer
- Lined (CIPP) 0.41 miles of sanitary sewer pipe
- Put the new storm water lift station at St. Croix into service
- Put Upper Villa Storm Water Reuse System into service
- Public Works Staff
 - Resurfaced a portion of B-Dale Parking Lot
 - Resurfaced a portion of Central Park Parking Lot





2017 Public Works Work Plan

CITY OF ROSEVILLE



Proposed 2017 PMP Projects



Prepared by:
Engineering Department
November 21, 2016

- | | |
|----------------------------------|---|
| City PMP Projects | City Sanitary Lining |
| State & County Projects | Met Council Sanitary Lining/Replacement |
| Twin Lakes Area Projects | Sanitary/Lift Station Project |
| Signal Projects | Lift Station Study |
| Railroad Crossing Project | Storm Projects |
| Pathway and Parking Lot Projects | Future Project Study |
| | Watermain Projects |
| | Booster Station Study |

Data Sources and Contacts:
• Roseville County GIS Data Map (1/10/16)
• City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department
2840 Clark Center Drive, Roseville, MI 48068

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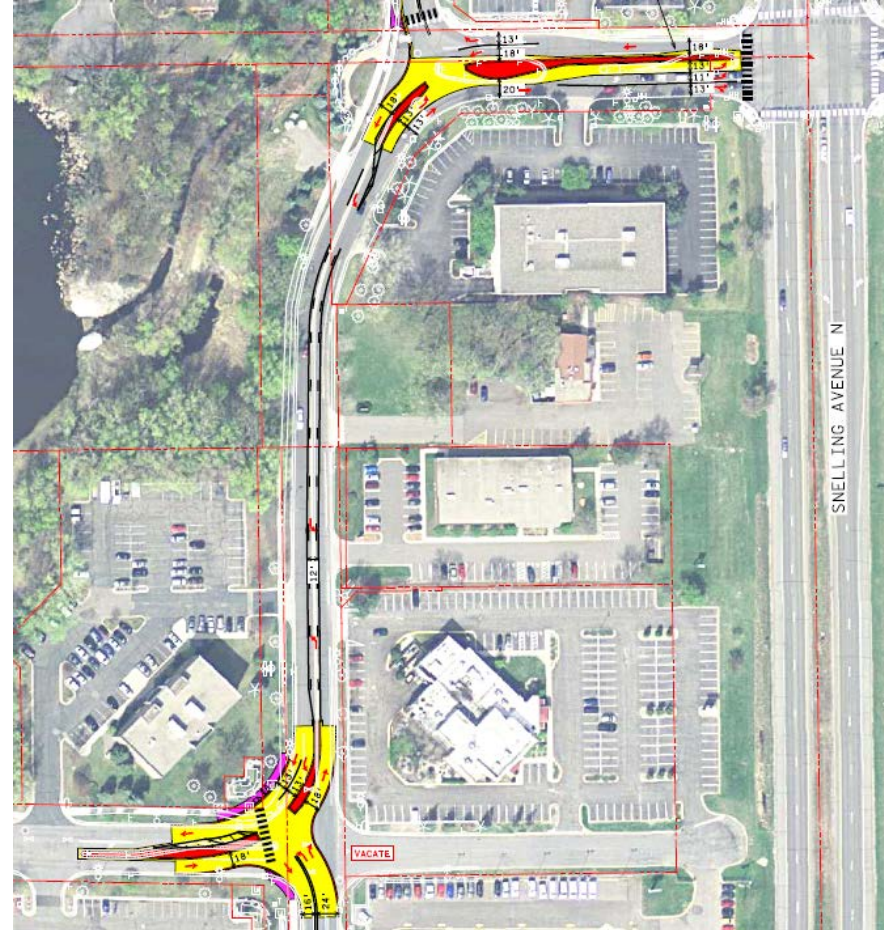
2017 Work Plan

- Projects to address infrastructure maintenance needs in all functional groups within public works
 - Reconstructions/Modifications
 - Pavement Management Plan
 - Pathways, Sidewalks and Trails
 - Water Distribution System
 - Sanitary Sewer System
 - Storm Water System



Reconstructions/Modifications

- Possible Twin Lakes Area East Collector Improvements
 - Geometric improvements around Lincoln Dr. & Terrace Ave and Lincoln Dr. and County Rd C-2.
 - Additional left turn lane to north bound Snelling.
- Replace Signal at CR B2 and SB Snelling Ramps
 - Part of Rosedale Mall expansion



Pavement Management Plan

➤ Mill & Overlay Projects

- Pavement Management Project
 - 2.30 miles of Municipal State Aid
 - Woodhill Ave
 - Skillman Ave
 - Oakcrest Ave
 - Prior Ave
 - County Road C-2
 - 5.0 miles of local streets

➤ No Seal Coat Program

➤ Railroad Crossing Upgrades

- MN Commercial Railroad
 - Terminal (3 crossings)
 - Walnut St
- State Aid Funded



Pathways, Sidewalks and Parking Lots

➤ Sidewalks

- Larpenteur Sidewalk
 - Construct new sidewalk on the north side of Larpenteur between Mackubin St and Galtier St
- Parks Renewal
 - Lexington, Roselawn – Burke
 - Victoria St, CR C – Woodhill
 - Langton Lake Trail connection to Twin Lakes Parkway
 - CR B, Dale St – Sandhurst
 - Mapleview Park Pathway
 - Tamarack Park Pathway



➤ Pathways

- Public Works plans to resurface pathway in Langton Lake Park and Central Park.
- Possible pathway extension at Rosebrook Park

➤ Parking Lots

- Reconstruct Dale Street Parking Lot (Soccer Fields)
 - Add storm water filtration trench for treatment



Utilities

➤ Sanitary Sewer Lining

- Annual project to extend life of in place pipes
- Approximately 5.0 miles of pipe are planned to be lined
 - Sizes vary from 8–24 inches in diameter
 - Lining areas ahead of PMP project or high maintenance or high risk

➤ Lift Stations

- Replacement the Cleveland Ave Sanitary Lift Station

➤ Water Booster Station

- Studying booster station upgrades



Watermain

➤ Watermain Projects

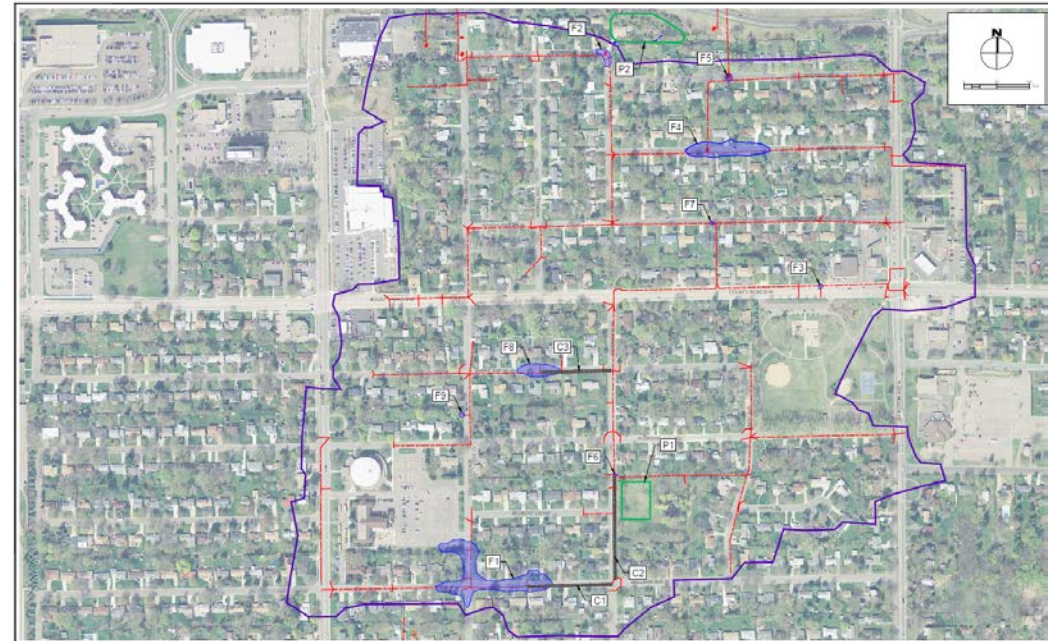
- Approximately 1.3 miles of watermain to be replaced.
 - These areas are all located within the PMP and have a history having significant amount of watermain breaks.
- Replacing watermain pipe on Gluek Ln., Sandhurst Dr., Eldridge Ave. and Shryer Ave. with conventional open cut.
- New water main on County Road C Service Drive west of Fairview Ave to provide a looped watermain for the area



Storm Water

➤ Storm Water Projects

- Miscellaneous improvements related to PMP
- Addition of underground storage on Gluek Ln
 - 0.5 acre-ft of storage
 - Reduce some flooding in Fairview area
- Replacement and upsizing of storm sewer pipes on Burke and Fernwood
 - Planning for future underground storage in Keller-Mayflower Park
 - Improvements would reduce street flooding on Skillman Ave
- Addition of underground storage near St Rose of Lima
 - Reduce street flooding on Skillman Ave and Dellwood Ave
- Studying possible improvements near Sherren and Dellwood
 - Reduce street flooding in Sherren/Dellwood area.



Storm Water

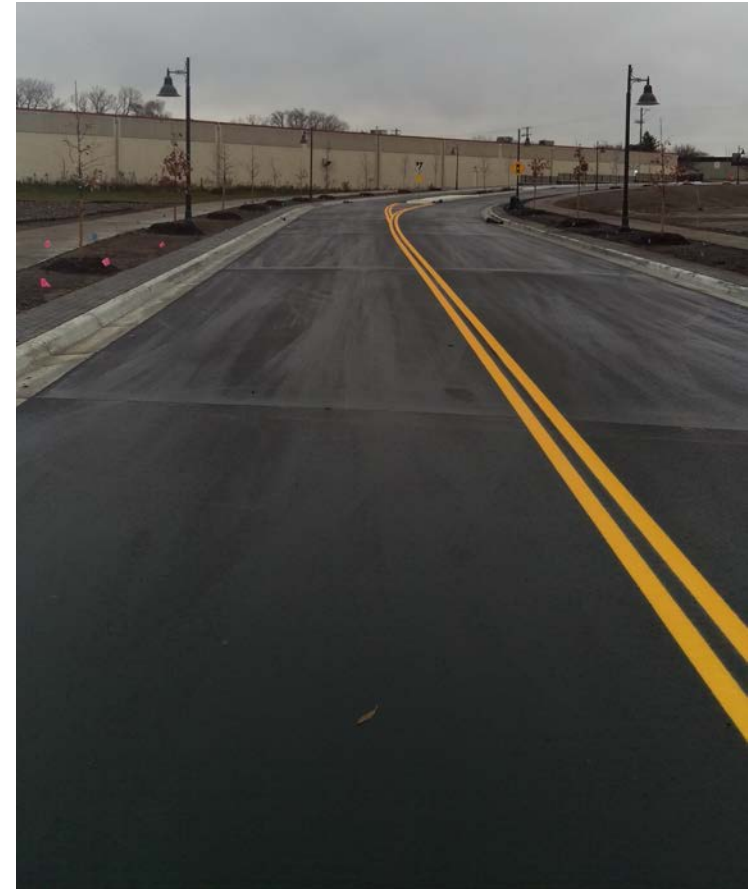
➤ Storm Water Projects

- Storm Water Pond Study
 - Evaluating which ponds need maintenance
 - Evaluating functionality of ponds and modifications needed
- Valley Park Basins
 - Reconstruct a storm water pond
- South Lake Owasso Drainage Improvement
 - Adding a pervious paver storm water system
- Oakcrest Storm Water Pond
 - Design for the addition of Iron Enhanced Sand Filter
 - Possible 2018 construction
- Cohansey Storm Sewer Outlet Repair
- Alameda Pond Inlet & Outlet improvements
- Miscellaneous improvements related to PMP



Misc Projects

- Traffic Counts
 - Municipal State Aid Roads
 - These counts are done every four years
- Asset Management
 - Continue to update asset ratings
- Comprehensive Plan Updates
 - Transportation Plan
 - Water Supply Plan
 - Comprehensive Surface Water Management Plan
 - Sanitary Sewer Plan
- BMP Maintenance
- Pond Maintenance



Summary

- Estimated total cost of \$7-8 million
- Funded by corresponding Funds
 - Municipal State Aid Account
 - Water Utility
 - Sanitary Sewer Utility
 - Storm Water Utility
 - Street Maintenance Fund
 - General Fund Dollars (Seal Coat)
 - Grants (Watershed, CDBG)
 - Parks Renewal Funds



Other Agency Projects

Minnesota Department of Transportation

- Snelling Avenue Rehab Project
 - Como Avenue to TH 36
 - Resurfacing
 - ADA Upgrades
 - Additional turn lanes at Larpenteur



Ramsey County

- Mill and Overlays
 - County Road B, Sandhurst – Rice Street
 - Cleveland Ave, Iona – CR D
 - 4 lane – 3 lane conversion
 - Storm sewer modification



Met Council Environmental Services

- Replacing interceptor and meter on Avon Street near Valley Park
 - Spring of 2017
- Lining interceptor around Dale Street south of TH 36
 - Includes work in Villa Park
 - Adding Manholes
 - 6 months of work starting Fall 2017
- Lining interceptor under County Highway 88



Other Agency Projects

Watersheds

➤ Capital Region Watershed District

- Work with them on future projects in McCarrons Area
- CRWD received a Targeted Watershed Grant



➤ Rice Creek Watershed District

- Oasis Park Iron Enhance Sand Filter
- 2018 Construction



➤ Ramsey-Washington Metro Watershed District

- Working with them on Storm Pond Cleanup
- They contributed money for South Lake Owasso Drainage Improvement



Questions?





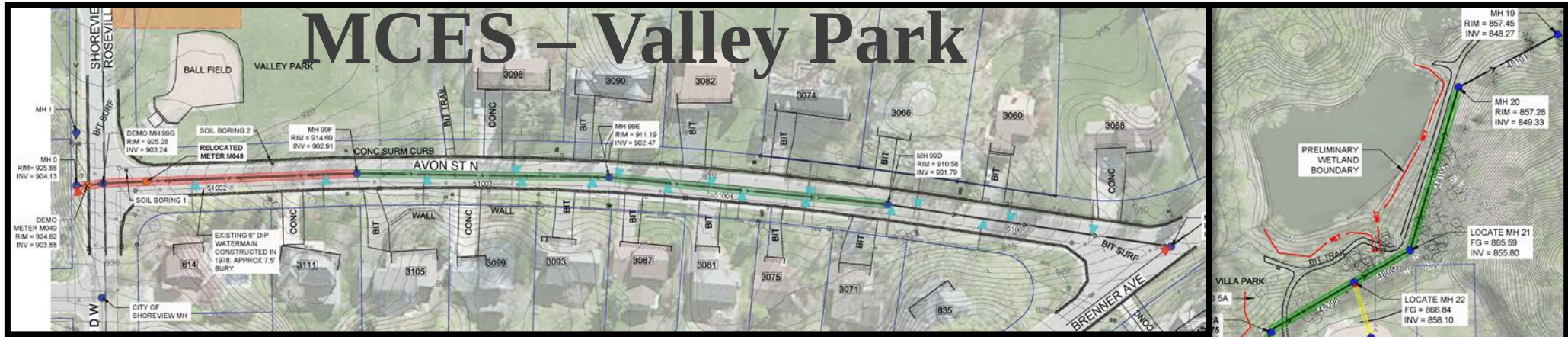
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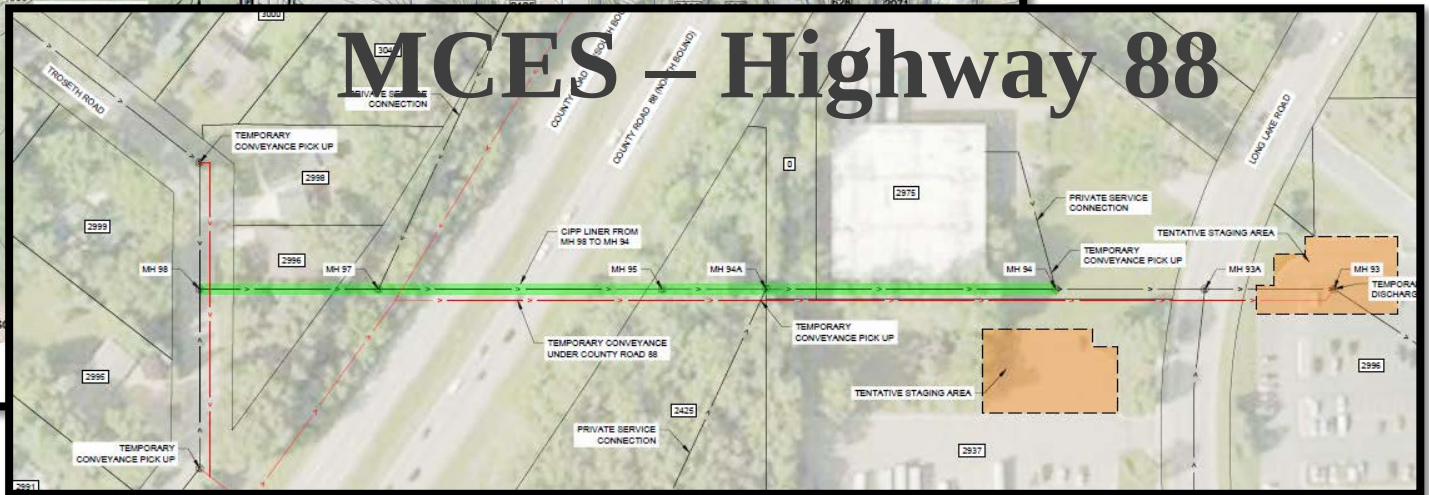
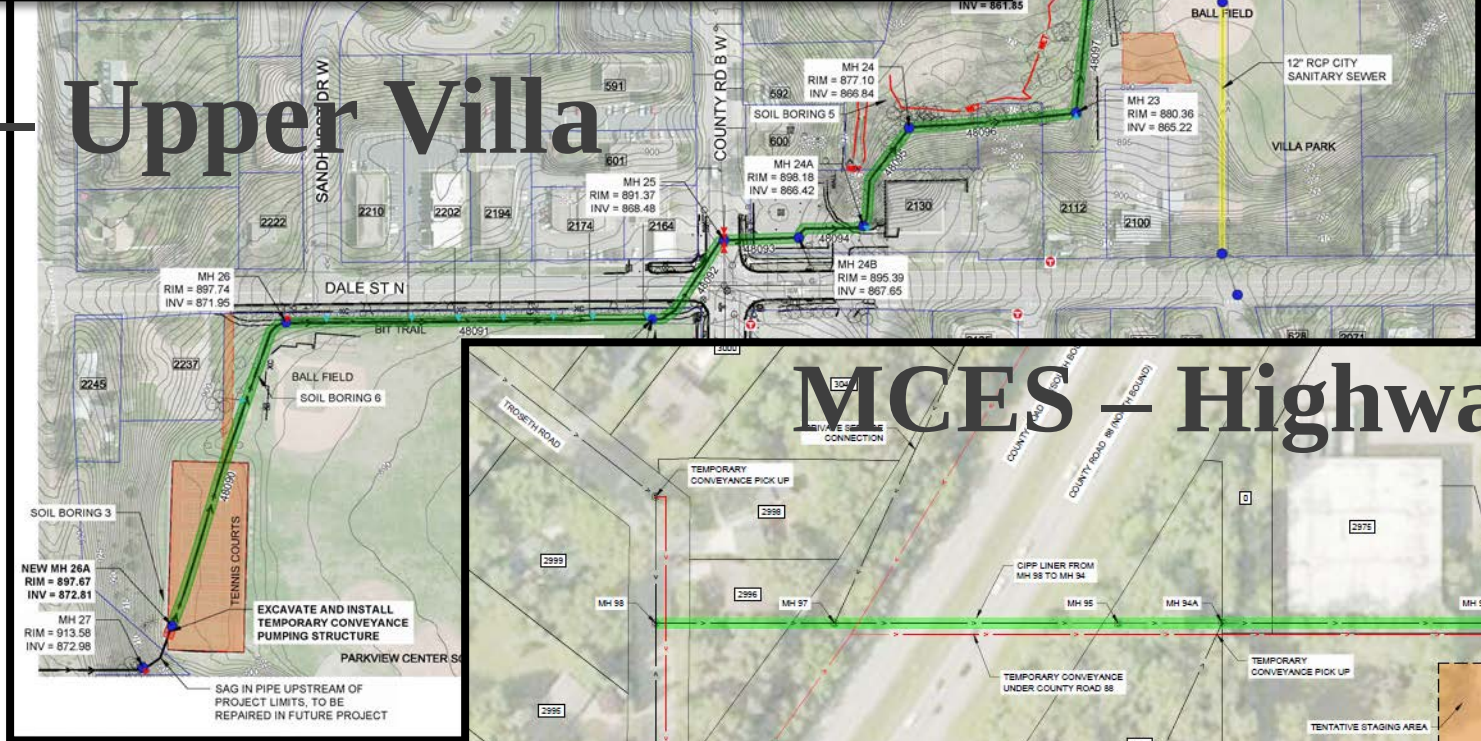
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MCES – Upper Villa





December 22, 2016

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: 2015 Drainage Improvement Project, Phase I
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the 2015 Drainage Improvement Project, Phase I. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the storm sewer fund to the contractors for the balance on the contract as follows:

Original Contract amount (based on estimated quantities)	\$168,516.00
Final Contract Amount	\$188,597.85
Actual amount due (based on actual quantities)	\$188,597.85
Previous payments	\$177,147.00
Balance Due	\$11,450.85

The construction costs for this project have been funded as follows:

Storm Sewer Fund	\$188,597.85
------------------	--------------

Please let me know if you have any questions or concerns and would like more information.

Sincerely,

Jesse Freihammer, P.E.
City Engineer/Asst. Public Works Director
651-792-7042
Jesse.Freihammer@cityofroseville.com

Date: January 23, 2017

Item: 11.a

Sheriff Jack Serier

Introduction

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Agenda Date: 1/23/2017

Agenda Item: 14.a

Department Approval



City Manager Approval



Item Description: Discuss the revised draft community engagement plan and adopt a final community engagement plan for the 2040 Comprehensive Plan Update process (**PROJ-0037**)

BACKGROUND

On November 28, 2016, the City Council authorized staff to enter into a Professional Services Agreement (PSA) with the consultants from WSB and LHB who will be leading the effort to update Roseville's comprehensive plan. The scope of work approved with the PSA included a draft community engagement plan. Beginning with the issuance of a request for proposals in July 2016, Roseville's intention has been to fine-tune a consultant's proposed engagement strategy through collaboration by Planning Commissioners, Community Engagement Commissioners and, ultimately, the City Council.

Discussion of the proposed community engagement plan (CEP) began on December 7, 2016, with the Planning Commission and members of the Community Engagement Commission. The broader membership of the Community Engagement Commission then discussed the draft CEP at its meeting on December 8, and each member of both commissions were invited to provide their comments, questions, suggestions, and other feedback on the draft CEP. This feedback was incorporated into an expanded draft CEP that was discussed by the Planning Commission on January 4, 2017. The outcome of this discussion was consensus around which engagement tools were likely to be more appropriate or effective than others and what kind of input—and from whom—the engagement tools should gather. Minutes from December and January meetings of the Planning Commission are included with this RCA as Exhibit A.

COMMUNITY ENGAGEMENT PLAN

The consultants, Lydia Major and Erin Perdu, used this detailed feedback to prepare a revised draft CEP for discussion and approval by the City Council; the revised draft CEP is included with this RCA as Exhibit B. Notable changes to the draft CEP based on the Commissioners' feedback are:

- 6 Intercepts were included in the original scope. The proposal now includes fewer runs in more locations to gather input in more places, likely without increasing cost.
- 2 Listening Sessions were included in the original scope. These have been modified to become 4 Walkabouts, which can be thought of as mobile listening sessions relating to specific locations or areas in the community. This change would add \$3,600 to the cost of the CEP.

- 1 Survey was included in the original scope. A second survey is proposed as an additional way to gather input on materials developed for the draft comprehensive plan update. The additional survey would add \$3,000 to the cost.
- 0 Interagency Meetings were included in the original scope. 4 topic-based Interagency Meetings are suggested, pertaining to housing, economic development/redevelopment, transportation/infrastructure, and water/open space. Interagency Meetings will ensure that the efforts of various entities contributing to different parts of the comprehensive plan update are more coordinated with each other and that Roseville's plans are consistent with the expectations of other regulatory agencies. Recognizing that WSB/LHB would be merely coordinating with the team responsible for updating the transportation plan, and not developing content regarding transportation-related infrastructure, the added cost of these four meetings would be \$4,000.
- The Planning Commission identified the students on Roseville's team in the ongoing Future City competition as young people who are already engaged in thinking about the future of the urban environment. A meeting or two with the teachers and students on Roseville's Future City team would add about \$600 to the cost.

The above changes would add approximately \$11,200 to the cost of the original budget CEP. This is within the roughly \$19,000 contingency earmarked among in the approved compensation schedule for additional community engagement costs.

- A potential cost savings would be to eliminate the proposed Real Estate/Developer focused meeting if the City Council believes the January 17, 2017, *Navigating Your Competitive Future* panel discussion presented by ULI Minnesota serves the purpose of that proposed meeting.

PLANNING DIVISION COMMENTS

It is important to note that a final, approved CEP will include greater detail about the number and nature of meetings and other engagement activities, and about who is responsible for them, in order to determine the overall cost of the CEP, but it will have less detail about exactly when and where the engagement activities will occur. These and other specifics must be developed as the comprehensive planning effort progresses. For instance, the revised CEP suggests four mobile listening sessions (i.e., Walkabouts), based on the positive feedback received about that engagement tool. In order to gauge an appropriate number of Walkabouts, Planning Division staff has identified some possible locations/areas that may be well served by such an activity, but the actual locations must still be identified and prioritized by the Planning Commission once a quantity of Walkabouts is set.

Similarly, the CEP identifies a "tag line" among the important Key Messages in the process. A well-crafted tag line will help community members identify materials they encounter as being part of the comprehensive plan update and, ideally, it will inspire them to engage with the process. But a particular tag line has not yet been selected. The tag line options included in the CEP are the product of collaboration between the consultants and City Planning and Communications staff, but the Planning Commission will have to adopt a tag line at one of its upcoming meetings.

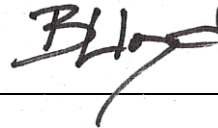
73 **REQUESTED ACTION**

74 **Discuss the revised draft community engagement plan and adopt a final community**
75 **engagement plan for the 2040 Comprehensive Plan Update process.**

Exhibits: A: Minutes from Planning
Commission Discussions

B: Revised Draft Community
Engagement Plan

Prepared by: Senior Planner Bryan Lloyd
651-792-7073
bryan.lloyd@cityofroseville.com



RCA Exhibit A

1 **Discussion from 12/7/2016 – Approved Minutes**

2 With members of the Community Engagement Commission (CEC), representatives of WSB and
3 LHB (consultants selected to lead Roseville's comprehensive plan update process) and
4 Planning Division staff, Planning Commission (PC) discussion of the proposed public
5 engagement plan proposed by the consultants.

6 Staff noted this discussion is intended to yield a recommendation to the City Council regarding
7 how the proposed public engagement plan can be refined, expanded or contracted to be as
8 successful as possible in drawing robust input from Roseville's diverse community members as
9 the basis for the updates to the comprehensive plan.

10 Members present for tonight's discussion included:

11• **CEC Commissioners**

12 Erik Tomlinson

13 Peter Sparby

14• **Staff**

15 Lead: Senior Planner Bryan Lloyd

16 Community Development Director Kari Collins

17 City Planner Thomas Paschke

18• **Consultant Team**

19 Project Manager Erin Perdu, WSB & Associates, Inc.

20 Community Engagement Specialist Lydia Major, LHB, Inc.

21 Not present, but also with WSB: Economic Development Specialist Jim Gromberg

22• **PC Commissioners**

23 All seven commissioners

24 Chair Boguszewski briefly introduced and reviewed the process for the comprehensive plan
25 update involving the PC, subcommittees and the broader community. Chair Boguszewski noted
26 the most recent City Council meeting where they had expressed their preference that the PC
27 play a key or the leading role in the process, possibly necessitating more frequent meetings in
28 2017 beyond the typical monthly meetings as they worked with staff and representatives of the
29 WSB team.

30 Mr. Lloyd reviewed the intended focus of tonight's meeting related to community engagement
31 and invitations for the community to participate or solicitations of that public feedback; how
32 strategies were proposed so far, and identifying ways the process could be further tailored for
33 success in Roseville beyond the original proposal presented by the WSB team. Mr. Lloyd
34 agreed that he anticipated extra PC meetings to timely address parts of the comprehensive plan
35 update as it moved forward, but suggested not attempting to pin down those dates at this point
36 until early in 2017 as the process was further refined.

37 Chair Boguszewski provided his understanding from conversations with members of the City
38 Council:

39 1) The City Council is keen to ensure meetings related to the comprehensive plan are of
40 the whole PC and not just a subcommittee as the City Council was intent on this being a public
41 process and given its importance felt it warranted the attention of the full PC in that interaction
42 and engagement based on individual PC commissioner skill sets and expertise; while at the
43 same time

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44 2) He was in wholehearted agreement with the Councilmembers that one or two PC
45 commissioners be identified by the body to attend all meetings related to the comprehensive
46 plan update, even those involving in-house planning by staff and the WSB team and allowing
47 representatives of the PC from among the seven commissioners to remain in the mix of things
48 beyond the more formal PC meetings of the whole.

49 3) Before leaving tonight's meeting, Chair Boguszewski asked that individual
50 commissioners consider at least one commissioner to attend those meetings before the PC next
51 met in January of 2017.

52 Based on the charge of the Councilmembers, Chair Boguszewski advised that the intent was in
53 reviewing concepts, ranges, goals and other components of the process, the PC not only being
54 reactive but proactively inject their thoughts throughout the process, an interesting role for the
55 PC to play in amending the city's comprehensive plan as a guide for the community over the
56 next decade and beyond.

57 Member Murphy encouraged all commissioners to review the meeting of the City Council where
58 they discussed the comprehensive plan update and awarded the contract to WSB and related
59 discussions.

60 Mr. Lloyd advised that his main role in the current agenda item would be to introduce this extra
61 PC business as detailed in the staff report and ultimately forward the PC's recommendations to
62 the City Council on how to draft the public engagement plan that might be created for the
63 process. Mr. Lloyd introduced CEC Commissioners Peter Sparby and Erik Tomlinson.

64 Discussion flowed from this point on among all present. In addition to the WSB proposal
65 included in the meeting materials, a November 29, 2016 memorandum to staff and the PC was
66 also included from the WSB team specific to their ideas for the community engagement portion
67 of the comprehensive plan update.

68 Based on her expertise as a landscape architect and her previous work on the Roseville Parks
69 and Recreation System Master Plan and subsequent Renewal Program, Ms. Major advised that
70 it was her role to lead the community engagement process and negotiate the PC's role in
71 working with the City Council and others through the process.

72 As Senior Planner and Project Manager for the Roseville Comprehensive Plan, Ms. Perdu
73 suggested starting with an overview and introduction of their team that the PC may see at their
74 meetings, as well as a preliminary overview of the schedule, while keeping in mind that the
75 schedule remained conceptual in nature at this point.

76 Chair Boguszewski reiterated that the schedule had to include the PC, and if less frequent could
77 be adjusted accordingly. As he previously noted, if organizational meetings are being held, the
78 PC would identify one or two of its commissioners to always be involved in those meetings. If
79 representatives of the PC are involved, Chair Boguszewski respectfully requested and reiterated
80 that no meeting involving any substantive discussion would be held without PC involvement.

81 Ms. Perdu assured the PC that this was their understanding as well, since those substantive
82 discussions would occur at meetings of the Planning Commission.

83 Community Development Director Kari Collins noted various engagement options that staff had
84 worked with or was considering and a variety of cultural organizations that may also want to be
85 involved in the process, with the schedule and process developed to accommodate that
86 involvement.

87 Ms. Perdu recognized several other members of the WSB team that would be assisting WSB in-
88 house in wrapping up the plan and making recommendations to her and Ms. Major during the
89 update process: Mr. Addison Lewis and Ms. Karina Heim, both Community Planners with WSB.

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90 However, Ms. Perdu noted that Ms. Major would serve as the lead for the community
91 engagement effort, with Mr. Gromberg of WSB serving as the Economic Development Specialist
92 for that element of the plan.

93 Ms. Perdu referenced the conceptual schedule identified by WSB (page 30 of the plan update
94 document; with Chair Boguszewski asking that for future iterations, a larger plan be provided for
95 better visibility, duly noted by Ms. Perdu after it was further refined from tonight's discussion and
96 that additional detail provided in a more readable format.

97 Ms. Perdu noted the preliminary plan called for kicking off with public engagement specific to
98 land use and housing issues, followed by economic development, resilience and updating the
99 Park Master Plan. Ms. Perdu noted the intent for a considerable amount of public engagement
100 in different forms throughout the process.

101 Chair Boguszewski asked is the conceptual schedule with its sequences and elements had
102 been approved by the City Council, or if the PC could add or omit items.

103 Ms. Major advised that the schedule was very preliminary, and the intent of presenting it was to
104 obtain PC feedback and their perspective of what would or would not work as everyone was on
105 the same team and to ensure a collaborative effort.

106 Ms. Perdu concurred, noting the purpose of showing the PC this preliminary effort was simply to
107 show what the team was attempting to accomplish throughout the process.

108 While the overall scope had been approved by the City Council, Ms. Major noted that the City
109 Council had encouraged the PC's involvement in how best to accomplish the goals of each
110 component.

111 Since this is the first look at the comprehensive plan update since last discussing in June of
112 2016, Member Kimble asked that was and was not before the PC as far as the components to
113 be updated. Member Kimble asked if there was another consultant chosen for the chapters
114 simply needing technical updates.

115 Mr. Perdu reviewed those chapters: infrastructure, transportation, water, wastewater, and
116 surface water; with the technical chapters required by the Metropolitan Council intended to be
117 updated by city staff and the WSB team in-house. Ms. Perdu advised that there were at least
118 two other consultants involved throughout the process to assist staff with technical updates.
119 Once those separate processes and timelines were completed, Ms. Perdu advised that those
120 chapters will be integrated into the complete document for the PC's final review and
121 recommendation to the City Council.

122 As noted by Mr. Lloyd, the Park Master Plan would only be updated, with few revisions
123 anticipated through this process; with Chair Boguszewski in agreement that little debate would
124 be needed on that aspect.

125 Member Murphy asked what was intended for public safety components (e.g. fire and police).

126 Ms. Perdu advised that, as the process moved forward, the team would like to discuss that in
127 more detail. Ms. Perdu noted that their impression from city staff and the City Council was that
128 the team should include public safety as a lens through which to review all elements of the plan
129 and consult with city staff accordingly, and to learn from the PC based on their input.

130 While recognizing that updates were ongoing by both departments, Member Murphy stated he
131 wasn't sure how to capture it in the comprehensive plan update or if and when it was
132 appropriate to do so.

133 As part of that housekeeping or logistics issue, Chair Boguszewski asked if the team had a
134 website linking all documents for the project. Chair Boguszewski noted that this would then

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135 allow document control for the City Council, CEC, PC or other groups involved to review those
136 documents throughout the process.

137 Ms. Perdu advised that it would be set up shortly, probably after the first of the year, and serve
138 as a central repository of information. Ms. Perdu noted that in addition to that repository for team
139 review, a public website would also allow for community engagement for the process and with a
140 different purpose.

141 At the request of Chair Boguszewski, Ms. Perdu clarified that some of the repository site would
142 be accessible by the public as well.

143 Ms. Collins advised that staff would work with WSB on retrieval of that information (e.g. laser
144 fiche) for an easy way to map those documents in one location and then put them on the
145 comprehensive plan website page; with Chair Boguszewski duly noting that idea.

146 Various components of the preliminary schedule were addressed and their color coding (e.g.
147 Table of Contents) and a realistic and timely framework to accomplish them or those already in
148 place.

149 Ms. Major clarified the term “kick off” in terms of internally such as tonight’s meeting; and that
150 intended for the public in a more formal way anticipated in January of 2017 after which tonight’s
151 discussion could be incorporated into that process and an idea of some dates that could work
152 for that public process.

153 Chair Boguszewski agreed that it was unrealistic to expect additional meetings in December;
154 but suggested consideration of a regular date from individual commissioners, with staff
155 assistance, to incorporate an additional PC meeting specific to the comprehensive plan update
156 as a standard unless more detailed areas come forward after March of 2017 and require more
157 meetings.

158 With Member Bull stating his preference for a public announcement for the formal public “kick-
159 off” meeting, Ms. Major clarified that part of tonight’s discussion should include how each of
160 those meetings should be noticed.

161 Chair Boguszewski noted the need to start now!

162 Member Kimble suggested developing something exciting for branding the community
163 engagement process; with Ms. Major agreeing that was included in the “key messages” section
164 of their memorandum of November 29, 2016; and needed serious consideration.

165 Specific to public notifications, Ms. Perdu noted that PC meetings were obviously public, but
166 when moving more into other public events or engagement opportunities, she anticipated using
167 many different avenues to advertise those options; and asked for staff and PC ideas.

168 Chair Boguszewski suggested all public meetings be announced and follow the same meeting
169 notification rules.

170 Ms. Collins opined that the City Council may want to be invited to the formal kick-off, and thus
171 would need routine notification requirements anytime a quorum of them may be in attendance.

172 Chair Boguszewski agreed that the public “kick off” should be billed and serve as a celebratory
173 event.

174 At the request of Member Bull, Ms. Collins advised that staff was fully aware of public meeting
175 restrictions and as addressed by the Uniform Commission Code noted the process for calling
176 special meetings and three-day notification rules followed by a Class B Statutory city.

177 As he had addressed earlier, Chair Boguszewski advised that his intent was that one or two
178 representatives of the PC volunteer to serve as point people to meet with each segment of the

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179 Roseville community during this engagement process, and whether or not they were noticed as
180 a quorum of the PC in attendance, at a minimum tie back into the more formal, noticed
181 meetings; and involving small meetings as well as the more formal meetings.

182 CEC Commissioner Tomlinson expressed his curiosity of how the PC pictured that formal kick-
183 off meeting: if held on the City Campus (e.g. OVAL) or elsewhere; what its format would look
184 like.

185 Ms. Major asked to stop for a moment and differentiate for a moment between the kick-off
186 meeting for the PC and City Council that the public would obviously be welcome to attend; and
187 how to best organize the more formal process serving as a kick-off to get public feedback and
188 their exciting ideas. Ms. Major noted those were two separate areas from the team's
189 perspective.

190 For the first one, Chair Boguszewski stated he saw that as the PC gaveling it into session as an
191 actual PC meeting; with the second event hosted by WSB as a third party, and including the
192 City Council, PC, CEC, and all others for an informal meeting where the purpose was for the city
193 groups to listen to the public's ideas and feedback.

194 Under that scenario, Ms. Major recommended notification processes be very different for both.
195 While not wanting to burn out the community on comprehensive plan-related notices, all which
196 should be legal and open to the public, Ms. Major suggested making the opportunities exciting
197 and enticing for the community to attend and become involved in the process for their city.

198 Chair Boguszewski suggested a format similar to the community engagement event on diversity
199 held at different locations, but still large public spaces and easily accessible.

200 Ms. Major agreed, similar to the Parks Master Plan process; and noting that the City Council
201 Chambers didn't always provide the best place for those public meetings to be held.

202 Chair Boguszewski agreed that the City Council Chambers tended to lend an aura of official
203 business rather than starring members of the public; reiterating the city's need to retain their role
204 in simply listening to that public feedback.

205 Public Engagement Plan

206 As outlined in their November 29, 2016 memorandum, Ms. Major advised that the draft public
207 engagement plan was preliminarily prepared in advance of tonight's meeting based on staff
208 feedback by Mr. Lloyd and his colleagues with their initial ideas and comments. Ms. Major noted
209 that while they wanted the PC to feel that some items were ongoing, the gaps were intentional
210 for PC input. Ms. Major asked that the PC comment on the preliminary proposal, especially
211 since they knew those organizations listed, as well as others not listed, better than their team
212 could know.

213 Chair Boguszewski noted that, at the same time this plan was desired to be reality based for
214 content, it was also intentionally presented as a deliverable reflecting different levels of depth
215 representing foresight versus immediate need. Chair Boguszewski asked if there were other
216 comprehensive plan updates that the WSB team collectively produced that the PC could review
217 as comparables, or review a range of the team's involvement – whether three pages or broader
218 – that could serve as documents in the website repository as examples or ideas of what other
219 communities have used for community engagement and the amount of detail involved.

220 Ms. Perdu advised that their firm had a good library for comparison and duly noted Chair
221 Boguszewski's request for three comparables providing different levels of scope.

222 Ms. Major reiterated that tonight's goal is to dig deeper into the written plan to inform their team
223 of possible next steps. Ms. Major noted that part of that determination will be what to understand

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224 from those people being reached through any given engagement effort or tool used. Ms. Major
225 noted her experience with different tools and materials used on other project; and while the
226 need was to differentiate the plan itself as Ms. Perdu noted, and recognizing that three samples
227 as requested could feed into the schedule, the questions remained as to how many meetings,
228 their level of effort for different components, and other outreach options to reach the greatest
229 number of residents and obtain feedback from as many different demographic segments of the
230 community as possible.

231 Ms. Major advised that she attended a lot of meetings, but as a working mom, she didn't
232 voluntarily attend many evening meetings in her own community. Therefore, if she served as an
233 example, Ms. Major noted the need to find a way to reach those segments of the community
234 through use of other tools, including under-represented groups. Ms. Major noted that meetings
235 were not always the best option, but also noted that face-to-face options were the best, but
236 needed to create momentum to make real things happen and how best to gather that
237 information based on what worked best for people in the community.

238 Since the goal of this process isn't to create or update a document, but to make things happen
239 in the community going forward and to provide a reason to do so, Chair Boguszewski suggested
240 there needed to be some level of efficiency to the current plan.

241 Ms. Major encouraged further PC feedback along that line.

242 Playing devil's advocate, Chair Boguszewski questioned the need for 100 layers of
243 engagement, especially for those things that are still reasonably applicable and simply needing
244 tweaking here and there.

245 Member Cunningham argued that 100 levels of engagement were needed.

246 Chair Boguszewski noted thus the City Council's desire for the PC to process this in order to
247 strengthen the city's relationship with its community or why to do so. However, Chair
248 Boguszewski also noted there was a cost to that community engagement; and if asking the
249 questions and seeking public feedback, there was an inherent expectation that the city would
250 act on that input.

251 Ms. Major recognized that she heard about stakeholder engagement and city commitment
252 frequently, opining it was true of everyone involved in the engagement process. However, Mr.
253 Major also noted a big part of that community engagement was also talking about the realities of
254 making things happen; and in the absence of good information being provided, people didn't
255 understand what was involved in that decision-making (e.g. transportation issues, capital
256 improvements, etc.). Therefore, in the WSB team's engagement process, Ms. Major advised
257 that they actively tried to help people understand the relationship between engagement and
258 commitment.

259 With Chair Boguszewski noting that aspect included educating the electorate to make wise
260 choices in their votes, Ms. Major agreed it was a two-way discussion between the "wish list" and
261 "reality."

262 Chair Boguszewski noted it also came down to many people perhaps agreeing on something
263 they wanted (e.g. community center) but not ready, able, or caring about what that might mean
264 in terms of cost. Chair Boguszewski opined that the process needed to be aware of that by
265 providing a filter to guide information and discussion, and not simply open the process up to
266 indiscriminate feedback.

267 Member Bull agreed that while seeking participation by all community stakeholders, trade-offs
268 were necessary in light of cost benefits and prioritization within the comprehensive plan. From

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269 his perspective and review, Member Bull opined that WSB provided a good process to
270 accomplish that goal.

271 While it is true that part of the process intent is to further the relationship with the community,
272 Chair Boguszewski provided an example of a fictional subset of the community who may
273 consider themselves as a special sub-community and attempt to steer or alter the
274 comprehensive plan process based on special interests versus the broader goals for the entire
275 community. Chair Boguszewski suggested the need to validate those sub-communities but
276 differentiate those special interests from the broader goals of the comprehensive plan update
277 and planning for the future of Roseville.

278 Member Cunningham opined that such a statement made a lot of assumptions ahead of time;
279 while hearing from those sub-groups may provide ideas for the comprehensive plan not yet
280 considered by the city and its advisors.

281 Chair Boguszewski agreed that might be true, but expressed his concern that the process not
282 get bogged down with biases or unknown prejudices, but instead provide a balance.

283 In referring to the initial discussions of the comprehensive plan update, Member Bull noted staff
284 bringing forward ideas about community values, markets and sustainability, as well as climate
285 controls and other aspects. Out of views like those, Member Bull opined that things may come
286 out of community feedback that may reshape the community during the process, as things that
287 are important to the community come forward.

288 Member Gitzen opined that the process preliminarily outlined by WSB provided a framework for
289 the city to keep the process focused.

290 Ms. Major agreed with that assessment, referencing the table on pages 4 and 5 of their
291 memorandum and identifying various targets, desired input, existing organizations or events,
292 and potential tools to use. Ms. Major noted there was no need to have a meeting without first
293 knowing why. Ms. Major identified targets, focus groups per topics, and stakeholder interviews
294 with key individuals that would help identify who was being addressed and what tools would
295 work best. Ms. Major suggested the PC retain a high degree of flexibility to allow additional
296 groups to be added throughout the process and their potential role in the update, thereby
297 making adjustments on the fly. As another part of the flexible process, Ms. Major noted that
298 would allow goals to be set for the process and then check-in points for those goals to consider
299 adjustments in the middle of the process if so indicated if those goals aren't being met and
300 without bogging down the overall process.

301 Chair Boguszewski agreed that the team involved could add other organizations if and/or as
302 they're identified. However, Chair Boguszewski asked WSB representatives if and how that
303 affected their initial contract and if or how the process limited that number before falling into the
304 contract cost overages.

305 Ms. Major referenced page 32 of their proposal, showing suggested engagement tools for the
306 public participation segment and plan elements included and optional add-ons under a
307 contingency of \$10,000. Ms. Major advised that these were suggestions based on their firm's
308 assumptions and past experience, and also allowed some flexibility by adding or deleting
309 various plan elements depending on what tools could work best. Ms. Major noted these
310 assumptions were also based on their firm's experience with the Roseville community during the
311 Parks Master Plan process and other tools they'd seen work in other communities. Ms. Major
312 reiterated that their plan elements were simply suggestions, and clarified that none of the
313 elements were obligatory, but up to the city to implement as they thought best. At the request of
314 Chair Boguszewski, Ms. Major confirmed that until the Metropolitan Council approves the
315 comprehensive plan update, everything was subject to change.

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316 With Chair Boguszewski noting that Rosefest was listed as an existing event and questioning
317 what was envisioned for the desired input in that instance, since a lot of those attending were
318 not Roseville residents and therefore that input could be seen as not useful; Ms. Major noted
319 that although many may be visitors to Roseville, they were still a potential target for input on the
320 future of the community. However, Chair Boguszewski noted that if the PC decided to eliminate
321 that event, other organizations could be added in its place without impacting the cost of the
322 WSB proposal.

323 Ms. Perdu responded that the community engagement provided a menu of options to
324 accomplish that goal; and WSB had provided this preliminary touch to allow for swapping out
325 various existing organizations or events if indicated and without delving into contingency
326 monies.

327 As an additional organization or event, Chair Boguszewski suggesting adding Northeast Youth
328 & Family Services (NYFS); and asked how the initial list was developed.

329 Ms. Major advised that the draft used a series of resources, including but not limited to web-
330 based research, staff conversations, WSB's knowledge of the community, and other areas,
331 anticipating a deeper dive into it. Ms. Major reiterated her interest in obtaining the PC input
332 before going into that deeper dive.

333 As far as tonight's objective and based on staff's perspective, Ms. Collins noted was to provide
334 a framework for engagement strategies and to intercept ideas or identify key events to hit in
335 addition to the City Council's talk about "walk abouts" and to determine potential additional costs
336 that may be required at this stage. Ms. Collins advised that the idea was to have WSB take that
337 feedback and then develop a more refined strategy from that input. Ms. Collins advised that any
338 additional costs would need to be approved by the City Council.

339 Therefore, with confirmation by Ms. Major, Chair Boguszewski noted the importance for
340 development of this chart in final format; but flexibility at this point in keeping it the same,
341 making it different, smaller or larger.

342 At this point, Chair Boguszewski asked for significant input from the PC's counterparts on the
343 CEC.

344 CEC Commissioner Sparby advised that his recommendation based on his review was much
345 broader; especially since there was no mechanism in place to record comments made at these
346 meetings. Since he thought the goal was transparency, Mr. Sparby suggested a summary of the
347 comments from each meeting or event and to make sure that summary was accessible to the
348 public as another engagement strategy whether or not they attended the meeting or event.
349 However, if they did attend, Mr. Sparby opined there was a need for them to know that their
350 input was valuable enough to be recorded.

351 Ms. Major agreed, advising that the standard operating procedure for WSB was to take copious
352 notes at those meetings, and scan any documented input, including photographing materials or
353 charts used at those meetings (e.g. the room itself, displays, etc.) and then include that
354 information on the public website.

355 Based on their experience and the process laid out by WSB, Member Kimble observed that her
356 understanding was that the schedule itself was a work in progress. Member Kimble admitted
357 that the concept of more PC involvement was new to her and what iteration was collected and
358 the approach to get it approved. However, Member Kimble asked if the intent was, as the
359 community engagement process evolved, it was used solely as a way to collect information and
360 before the next step, to identify that collection of information as an indicator. However, Member
361 Kimble asked if a percentage of input was combined with current trends and best practices or

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362 used to build consensus along the way. In other words, Member Kimble asked how WSB
363 intended to develop the input and strategies around that input.

364 Ms. Major stated that she didn't like to generalize too much as each project was individual; and
365 therefore she liked to start with a broad beginning with no final solutions identified. Ms. Major
366 advised that the intent was to determine what the issues were; and reiterated that WSB was
367 open to hear ideas from the PC and the community from an educational and informational
368 perspective. Ms. Major advised that the WSB process started with nothing on paper beyond
369 their initial questions; and then to develop issue-based solutions as they're identified through the
370 community engagement process. At that point, Ms. Major noted that WSB presented those
371 initial concept draft ideas to the community through follow-up engagement opportunities
372 provided by the community as things they wanted to get into the process and allowing them as
373 neighborhoods to talk about trade-offs to make them a reality. Ms. Major noted that WSB was
374 available to facilitate those community decisions, and allowing the community to hear each
375 other and their local government as WSB proposed final solutions at an open house later in the
376 process. Ms. Major noted the importance of the community being able to hear about and walk
377 through the process and see that their idea is still in the mix in some aspect; or if not still there,
378 follow-through as to why not. Ms. Major encouraged the city to return to those stakeholders
379 having provided feedback after the process is over to continue relationship-building as one of
380 the goals of the broader process.

381 Member Kimble expressed her support of that idea, by using meeting minutes and an executive
382 summary of the feedback that included their big ideas; and opined that a percentage of people
383 would probably land on the same or similar subjects; resulting in building a continuum.

384 Member Bull asked how people could be encouraged to participate in community engagement
385 when asked to shape Roseville for the 2040 era versus now.

386 While recognizing it was difficult to get people to think more than five minutes into the future,
387 Ms. Major noted their firm's review of current studies, trends and demographics from their
388 professional based allowed for scenario-based planning (e.g. driverless cars on the street) and
389 how those imaginary things become concrete concepts. Ms. Major noted that this outside the
390 box thinking allowed for future-based scenarios. Ms. Major advised that people weren't
391 expected to be designers or long-term planners and figure it out, but just to identify their issues,
392 goals or how Roseville could become the community of their dreams.

393 Chair Boguszewski agreed and clarified that while not asking people to come up with solutions,
394 they might have issues, needs or values they wanted incorporated into their community.

395 Ms. Perdu noted that at the beginning, the team attempted to ask leading questions, not just
396 give them a blank piece of paper, but to ask if they thought their children would be able to or
397 want to live in Roseville after graduating; or asking if those responding wanted to continue living
398 in Roseville.

399 Member Bull opined that it was critical to draw people into it; and if Roseville was a great place
400 now, what would or could it look like in 2040.

401 Member Kimble noted or what would it look like in 2040 if or when all the seniors are gone, now
402 a high proportion of the community's demographic.

403 Member Murphy noted the importance of planning on medical advancements as part of that
404 comprehensive look.

405 Chair Boguszewski suggested addressing whether or not the city should treat electrical
406 recharging stations the same as gas stations in the future.

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407 Ms. Major suggested another question was whether or not people would continue to commute
408 to work in 2040 as they do now.

409 Chair Boguszewski noted the need to make sure solutions developed in the plan update
410 addressed real versus fanciful things. As an example, Chair Boguszewski noted computers
411 were supposed to end the need for paper. Chair Boguszewski stated his concern with spending
412 too much time and effort energizing the community against hopes and not being realistic.

413 Member Murphy agreed, noting the ideas needed to be measurable.

414 Chair Boguszewski agreed, noting his hesitancy in making anything that can't be measured a
415 part of the process.

416 Member Murphy suggested another thing was how the current plan stacked up with community
417 goals and how to measure that document as part of this update.

418 Ms. Collins noted that the last comprehensive plan update was performed before the Karen
419 community and other demographic diversity showed up; and therefore hadn't taken that into
420 consideration, while this plan updated needed to identify how best to prepare for and
421 accommodate that diversity.

422 Member Bull noted that demographic trend could also change by 2040.

423 Chair Boguszewski noted the need to address that demographic on two levels: things culturally
424 specific to that community (e.g. right versus wrong), but also not creating a city where people
425 identified themselves as one culture and not welcome among or within other cultures or an "us
426 versus them" mentality. If the issues were not relevant to something that could be resolved by
427 wise city planning, Chair Boguszewski opined that there was no need to incorporate it into the
428 comprehensive plan update.

429 Member Daire agreed with the comment made by Member Kimble, specifically that this public
430 engagement process needed to be sensitive to the reality that those doing the planning now
431 may not be around in another seventeen years (2040). Therefore, from his perspective, Member
432 Daire noted that people migrating to Roseville now and in the future would also be stakeholders
433 by 2040, but may not have yet arrived in the community. Member Daire stated that one
434 observation he'd made was how to include that demographic and their anticipated needs that far
435 out; and suggested that for those involved in this plan update now, it was incumbent upon the
436 group to anticipate what kind of population may be in Roseville in the future. Member Daire
437 opined that they may have vastly different values than those not sitting on the PC, requiring the
438 group to deal more in generalities for guiding future development and facility locations as
439 pointed out by Chair Boguszewski, as well as how to make annual choices and projections for
440 capital improvements and their urgency in that priority planning. While realizing that the finer
441 detail is not addressed in the comprehensive plan and updates to it, Member Daire opined it
442 was still important for those participating in this update and helping to form future planning, to
443 have facility-level thoughts in mind to accommodate that forward thinking and not just deal in
444 generalities. From his personal experience with comprehensive plans, Member Daire opined
445 that if more than three meetings were intended to deal with only generalities, the drop off in
446 attendance would be huge without focusing on stage-setting, then idea-setting, and then a
447 conclusion.

448 Ms. Major agreed that in a huge public meeting format, anything after three meetings would
449 realize a huge drop off in interest and attendance within the community. However, Ms. Major
450 clarified that meetings are not the solution; and to address the need to anticipate the unknowns,
451 their team relied on professional studies, research and demographics from academia to address
452 those trends and anticipate future needs. Ms. Major opined that any plan created by any group

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453 today could realistically anticipate everything in the next twenty years. However, from her
454 perspective, Ms. Major stated a good plan, whether comprehensive or otherwise, has to make
455 certain measurable changes, while really providing a good solid decision-making framework
456 with values identified to respond to questions you don't even know to ask now. In 10-15 years,
457 Ms. Major stated that, for example, a decision about a community center could be based on
458 those key values and factors in Roseville (e.g. values and cost) if fiscal responsibility is a value
459 identified by the community at large and within that framework, all discussions took place.
460 However, Ms. Major admitted that even with all the discussions and information available in
461 today's world, this effort could still turn out radically wrong and miss what actually happened
462 during or after that 10 – 15-year time period.

463 Member Daire, in his former role with the Minneapolis Planning Department provided some
464 anecdotal information in comparing and categorizing suburbs surrounding Minneapolis and St.
465 Paul (e.g. Edina and Roseville), but didn't consider succession planning after that. Member
466 Daire stated that he used to be optimistic that things coming down the road could be
467 anticipated, but in truth, they could not; and therefore, by approaching the process with flexibility
468 in that outlook and allowing for different branches in the decision-making tree as suggested by
469 the WSB team, he considered that a wise approach.

470 Ms. Major noted that during WSB's interview with the City Council, she had stated that
471 community engagement was hard work, and opined if someone told you they had all the
472 answers, it wasn't true. Thus, Ms. Major opined that conversations such as this provide a great
473 start for the process to get any concerns out on the table. Ms. Major clarified that part of the
474 WSB team's style was to direct the PC to revisit the process over and over again throughout,
475 even though it may not prove easy work.

476 Member Bull noted that demographic issues played into Member Daire's comments, with
477 Roseville surrounded by a considerable number of colleges and universities. However, Member
478 Bull stated that he didn't see them on this current list as a stakeholder, even though Roseville
479 had a part in how they grew and how they understood the value of Roseville and how Roseville
480 understood the value of those students and staff as potential future residents.

481 Ms. Major duly noted the addition to the stakeholder list, reiterating that this list was not
482 intended as a complete list before feedback from the PC.

483 Member Kimble also expressed her interest in drawing in generational groups (e.g. millennials
484 and beyond); and in addressing benchmarks and measurements as noted in the WSB proposal
485 in the areas of resilience.

486 Member Bull asked what use of data analytics WSB used in today's world as everything was
487 tracked, including how residents shop, attend school, and other things that address the current
488 and future model of residents. Member Daire asked if WSB drafted a model of what the current
489 population will look like in twenty years.

490 Ms. Perdu advised that the team started with those basic things easiest to obtain (e.g. from the
491 Metropolitan Council's data cache), with community engagement then informing the next
492 questions needed to be asked; as well as economic development and business analysis tools
493 and market areas for that and housing. However, Ms. Perdu advised that it depended on what
494 the general overview indicated and that first round of community engagement. Regarding
495 drafting population model comparisons, Ms. Perdu stated those projections were made as much
496 as possible, noting it was easy to look at an age range long-term, but harder to look at racial
497 mark-up and other considerations.

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498 Member Bull suggested setting up different models as a base for comparing different diverse
499 groups represented and their movement into and out of the community; and then applying
500 technology according to changes in that model.

501 Ms. Perdu suggested having those deeper discussions with the PC at a later meeting and how
502 those projections were modeled; however, she noted tonight's intended focus was on
503 community engagement.

504 Member Bull opined that there was a need to accurately track Roseville residents and visitors.

505 Ms. Major advised that the WSB team tracked demographics using a variety of available tools,
506 including intercept boards. At the request of Member Murphy, Ms. Major defined "intercept
507 boards" as a large foam core board with graphics and few words displayed using dots or Post-it
508 notes to ask stakeholders their preferences based on those graphics. Ms. Major referenced one
509 recently used for potential uses in a park, with people "dot" voting and/or providing suggestions.
510 Ms. Major noted that it was intended as a simplistic tool, and not as a deep dive; but similar to
511 an online survey tool to raise awareness and possibilities by and with the public. Once that tool
512 is created, Ms. Major noted that it could be taken off-site to multiple locations, without staffing, to
513 be dropped off and picked up with additional input and then scanned into a spread sheet with a
514 record of notes made by the community.

515 As noted by Chair Boguszewski, Ms. Major agreed that on certain topics, that higher level of
516 review as all that was needed for the comprehensive plan update.

517 For example, Chair Boguszewski noted that if three years from now, a specific park
518 development was proposed, a deeper dive and more involvement by the neighborhood would
519 be undertaken, based on general guidance from the comprehensive plan.

520 Ms. Major agreed with that scenario; noting a community engagement tool could come in many
521 formats (e.g. meetings in a box) and be professional or non-professional; while also becoming
522 an online tool afterwards. Specific to demographics, Ms. Major advised that the statistics were
523 not scientifically valid, nor were they intended to be, but involved using best practices for
524 collecting the information and for each and all engagement tool.

525 Chair Boguszewski reiterated his preference that in the end all input utilized by the PC and City
526 Council include one or two representatives of the PC, with the full PC notified of those meetings,
527 their format, and location to make sure they remained involved. Chair Boguszewski clarified that
528 he intended that PC representation to be involved whether in interviews or at focus groups or
529 whatever form the community engagement took.

530 Ms. Major duly noted that, and asked that the PC provide guidance to the team on suggested
531 tools related to desired input.

532 Chair Boguszewski note other connections available (e.g. school districts) and diverse
533 community groups that may require knowing someone to make that initial contact.

534 Ms. Collins agreed, but noted that the city already had some existing relationships to tap into
535 and/or that had been developed already (e.g. Police Department and city staff).

536 Member Kimble noted the request for feedback from the PC to the WSB team on tools.

537 Member Gitzen asked WSB to differentiate between the tools proposed and those identified as
538 "potential tools" on the chart.

539 Ms. Perdu reiterated the explanation of Ms. Major that certain tools were included in the WSB
540 proposal, while the PC may choose to swap out some of those proposed with some of those
541 identified as "potential tools."

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542 Ms. Major concurred, advising that she'd used all of the identified tools and more, but clarified
543 that those identified as "potential tools" were not part of the WSB proposal, but were intended to
544 alert the PC of their availability and existence.

545 CEC Commissioner Tomlinson expressed appreciation for the clarification of those items
546 included in the current proposal and those available but not yet included.

547 Member Kimble stated her appreciation of the different tools available and identified, and
548 suggested WSB provide guidance on how those tools may best match with specific groups,
549 depending on their varying demographics, learning curves or engagement. For instance, for
550 younger groups, Member Kimble suggested a simpler, shorter and more energetic approach
551 may be better than a lecture-type format. Rather than a more detailed "elevator speech,"
552 Member Kimble suggested development of a simple mission statement, perhaps only one line,
553 for immediate understanding by a focus or stakeholder group. Member Kimble suggested
554 focusing on brand and energy, while ensuring the tool matches the group, including the venue,
555 time of day and other aspects for engagement.

556 Ms. Major noted that the list included any and all options, including additional ideas generated
557 by the PC tonight specific to community engagement. Ms. Major stated that matching tools with
558 groups was exactly what feedback and input they were hoping to receive from the PC, defining
559 what specific tools would work best for each group but without having a meeting with each
560 organization or an event associated with each engagement opportunity. Ms. Major noted the
561 intent to try to cluster opportunities whether through a public open house, or other tools targeted
562 to one-on-one opportunities, or holding focus groups with high school students versus the
563 business community. With that input from the PC, Ms. Major noted the need to facilitate those
564 different energies, venues and discussions and after receiving that feedback, advised that she
565 would develop a more refined list of groups and tools for the PC's approval.

566 At the request of Chair Boguszewski, Ms. Major advised that the PC would provide their input at
567 each and every meeting of the PC for each group brought to the table that were considered to
568 have validity for receiving their input on the comprehensive plan.

569 Member Murphy noted the need to involve those Roseville residents involved in the Mounds
570 View School District (40% of Roseville's households) as well as those in the Roseville School
571 District; and asked how WSB intended to address that.

572 Ms. Major clarified that the school districts had two different roles: one in the planning process
573 with administration staff and then one based on student experience with Roseville (e.g.
574 leadership).

575 Chair Boguszewski agreed that the Mounds View School District needed to help inform the
576 comprehensive plan update; with Ms. Major duly noting that and adding them to the draft list.

577 While wanting to ensure all viable groups were represented in the process, on the flip side Chair
578 Boguszewski also noted the need to make sure there was an honest to goodness reason for
579 seeking and obtaining their input (e.g. traffic needs as part of facility proposals) and rationale as
580 to the involvement of each stakeholder group.

581 CEC Commissioner Sparby noted that he hadn't observed how those willing or seeking to be
582 engaged in the process could become involved, as he didn't notice any specific criteria or "how
583 to" process. Member Sparby suggested that criteria needed to be clearly and transparently
584 determined and then the avenues to become involved or engaged in the process identified and
585 streamlined within the overall process (e.g. who to call, what body to contact – whether a
586 member of the City Council, PC or the consultant team).

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587 Ms. Major agreed that was an important aspect and advised that the team was hoping for
588 assistance from the CEC for that step. While so far this initial step seems to be a one-way
589 street, Ms. Major agreed that a two-way street and process was needed: "How do I as a
590 Roseville resident own the plan and process?"

591 Chair Boguszewski noted that, as is true with any group, those most vocal are not necessarily
592 the most representative of the group beyond their own personal interests.

593 Ms. Major noted the use of the tools to determine which organizations or groups were more
594 invitation-based and those more volunteer-based.

595 As an example, Ms. Collins noted the significant amount of outreach the Police Department had
596 done with their soccer program, with students frequently speaking on behalf of their family, due
597 to their English language skills compared to their elders and therefore frequently representing
598 those family groups and dynamics. Ms. Collins advised that the team may be hearing that input
599 from schools as well as from those Roseville families.

600 Chair Boguszewski suggested several area offices (e.g. Roseville Office of Immigration) that
601 served a role in area school districts, and suggested they may be able to provide leader names
602 within various race communities. In his review of this, Chair Boguszewski noted that not all
603 under-represented groups were listed specifically; and asked if that was intentional to obtain PC
604 feedback to add to the list.

605 Ms. Major advised that this was absolutely the reason the list wasn't all-inclusive, knowing the
606 PC and staff knew its community best and would and should dictate that list for WSB to flesh out
607 in more detail with guidance from the PC and city staff.

608 Noting the website sign-up area for other activities, Member Bull suggested a point of context
609 for email or text notices of community engagement events or activities to make it easier for
610 residents and stakeholders to become involved. In the tools listed, Member Bull noted that use
611 of focus groups and panel discussions were both listed as "potential tools." From his personal
612 perspective, Member Bull stated that he found focus groups narrow versus broader panel
613 discussions and their respective audiences. Therefore, Member Bull suggested the team take a
614 look at the mix of those tools in the community

615 Ms. Major agreed, noting that while she loved the idea of panel discussions, they were more
616 complex to make happen, even though valuable and able to cover more topics.

617 If using that type of format, Chair Boguszewski sought clarification, confirmed by Ms. Major, that
618 the WSB team had available technology (e.g. hand and vote tools) to make them productive.

619 Member Kimble opined that she found focus groups to work well for developers, when a
620 singular expertise was involved that may not be as relevant to many others in the general
621 populations.

622 In conclusion, Chair Boguszewski noted the first agenda item in January of 2017 was to have
623 the "team" collectively identify the target, desired input, organization, and tool to be used.

624 Ms. Major agreed that a meeting would be necessary to review the list line by line, eventually
625 becoming possibly three times as long as this draft list; but then getting shorter as the PC
626 prioritized the list. However, Ms. Major cautioned the PC that this would be a long and
627 frustrating meeting for them. Ms. Major suggested sharing their edits, recognizing the desire for
628 public accessibility and process transparency, in advance of that meeting versus taking time to
629 do so during the meeting.

630 Chair Boguszewski opined that those edits could be shared outside the meeting in the proper
631 channels without engaging among the team or debating outside the list.

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632 Ms. Major asked that individual commissioners make their lists long as a starting point and to
633 clearly identify how and which tools to apply to each.

634 Chair Boguszewski opined that the individual input could be done quickly with staff guidance;
635 with Ms. Major reiterating that the lists start out long, packaged accordingly, and then shortened
636 at the public meeting.

637 At the request of CEC Commissioner Tomlinson, discussion ensued on the steps toward
638 finalization and those running concurrently, with Ms. Major clarifying that the schedule was more
639 linear than process-oriented at this point, with the original goal having been to wrap this step up
640 in December; but now after tonight's discussion realizing January of 2017 will be more realistic.
641 Ms. Major assured all that this was not problematic, but through the flexibility of the process and
642 schedule, it will most likely pick up momentum and make up that time once it gets started.

643 Further discussion ensued regarding the monthly meeting involvement for the comprehensive
644 plan update (e.g. sub-agenda item for discussion); how to share documents and provide
645 individual input to the full team; access to the comprehensive plan update website for the PC
646 team and/or the public or how to share documents; and how staff intended to set up the site,
647 which had not yet been set up until tonight's conversation to determine PC expectations, with
648 staff suggesting it have its own distribution group for updates similar to others currently used.

649 Member Murphy asked that something be in place before the first formal kick-off meeting for the
650 public to allow their participation early on.

651 With the intent for a minimum of one or two representatives of the PC at each and every
652 meeting, and sometimes a quorum or the full PC, Chair Boguszewski suggested the CEC may
653 want to consider similar representation.

654 Since the CEC meets tomorrow night, and this information and discussion would not be
655 available by then for formal discussion at that meeting, CEC Commissioner Tomlinson advised
656 that the CEC would not be able to discuss it in detail until their January of 2017 meeting. As part
657 of his initial review of the schedule and steps to be undertaken, Member Tomlinson opined that
658 creating a "Table of Contents" seemed the most helpful thing to get immediately nailed down,
659 and defining for the public what was going to be looked at in the comprehensive plan update
660 and how much public comment was needed for each of those identified subjects, particularly
661 from the WSB team's perspective and what they envisioned that community engagement to be;
662 whether topical or by geographic area for public outreach.

663 Ms. Major stated that, generally, she'd suggest topical, but clarified that some geographical
664 areas may have a shared issue or issues. Ms. Major noted that priority topics and chapters had
665 already been identified, were somewhat set, and had already been highlighted as of particular
666 interest to the community or select groups or stakeholders.

667 Member Tomlinson opined that information would be helpful to have when talking about
668 engagement and demographics, including what changes were intended in the plan update.

669 Member Kimble asked the WSB team about how they would format questions for those
670 residents living beyond the realm of comprehensive plans; and how they intended to walk
671 residents through experiential planning (e.g. "What do you want your life to look like?" "How do
672 you want to move through Roseville?" "Do you want to work in the community in which you
673 live?") Member Kimble opined that few were familiar with that type of place-making review, but if
674 led through such a discussion, may want to voice their opinion from their personal experience if
675 framed as such and not simply issues-based questions. While the current and broader trend
676 may be moving toward the flight to urban living, Member Kimble suggested residents may not

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677 know how to think or articulate their desire to walk to work or restaurants, or find an alternative
678 to not do so, they could do so with some assistance.

679 Ms. Major thanked Member Kimble for that perspective, and duly noted that approach as being
680 important in understanding that new perspective.

681 Ms. Perdu advised that was her intent in leading people to look farther ahead than their
682 immediate concerns or issues as they planned form their personal perspectives.

683 In referring to current high school students, Member Tomlinson noted that those students could
684 be mid-year residents in 2040.

685 Under that scenario, Chair Boguszewski suggested approaching those students experientially,
686 such as "How do you envision your life and how does Roseville play into that?" Chair
687 Boguszewski noted the changes from his high school years and his generation and how values
688 had changed and issues involving self-esteem had changed during that period.

689 Ms. Major agreed, noting that by crafting specific questions, such as "Do you want to own a
690 car?" could inform the process considerably.

691 Member Daire referenced a point brought up by CEC Commissioner Tomlinson related to high
692 school students in relationship to "aging in place" and current trends in home-ownership.
693 Member Daire shared his personal experience in sharing an auxiliary dwelling unit in the same
694 building as the next generation of his family, and how that lent a whole new dynamic for each of
695 those generations. Member Daire noted that many students now living in Roseville may want to
696 do so, but not have an ability to do so unless in conjunction with an aging in place process that
697 provided continuity of ownership in a property and a leg up to those children. Member Daire
698 noted that was one aspect in the demographics with people from the older generation maybe no
699 longer around in 2040, but those auxiliary dwelling units created for the parents now available or
700 vacant and creating impacts for how the city handles them (e.g. rentals); or how the community
701 provided a vehicle for kids who wanted to stay within the community to realistically do so.

702 At the request of Chair Boguszewski, Ms. Major agreed that an additional column dealing with
703 methods for participation could be identified, selected and engaged. Ms. Major noted that was
704 one reason she didn't provide for an all-inclusive list at this stage; clarifying that the WSB team
705 had been hired to make suggestions, with the community filling in the details specific to
706 Roseville. At the suggestion of Chair Boguszewski, and influences to the WSB team by the
707 CEC, school leadership and school students, Ms. Major agreed that the PC consider additional
708 columns as well as how to select who was involved, times for involvement, locations, types of
709 questions, and how best to record responses.

710 Chair Boguszewski suggested that be documented, thereby allowing the PC to make sure each
711 group is valid, as well as for input from the public.

712 Given the available time, Member Bull suggested not only covering weekday meetings due to
713 work schedules and other variables, but allowing a neighborhood network tool as another
714 outreach method not currently on the list. Member Bull stated he was concerned about how to
715 make non-Caucasian groups feel welcome to participate, just using the representation of the
716 room tonight in its homogenous look. Member Bull opined that ways were needed to reach out
717 to them for their participation and engagement; and stated he would look to the CEC and WSB
718 team for that.

719 Chair Boguszewski suggested identifying the leaders in those various communities and going to
720 them at one of their regular meetings and as part of their agenda.

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721 Ms. Major advised that, in talking to staff, the Human Rights Commission and CEC had already
722 made inroads into those areas, and therefore it would only be necessary to build on those
723 relationships, since there was no substitute for time and energy already expended.

724 Member Bull suggested teeing that involvement with Rice Street redevelopment.

725 CEC Commissioner Sparby noted as actual tools were drilled down and stakeholder interviews
726 noted, he would be leery of any undue influence in the process and ensure they remained very
727 transparent. Member Sparby noted as an example, if consultants intended to meet with
728 developers or other in the process, as well as other meetings beneath the surface like one-on-
729 one interviews, that transparency may be lost.

730 Chair Boguszewski advised that that comment fit into the direction provided to him in
731 conversations with Councilmembers, again reiterating that one-or two be identified from the PC
732 to be point people and invited to any and all meetings.

733 Ms. Major clarified that “one-on-ones” were never just between the consultant and that party,
734 but all involving duly noticed opportunities and open to the public but sometimes the only way to
735 get people to talk.

736 CEC Member Sparby asked how that transparency would be addressed without a redundancy
737 in written comments or summary, and who, what and where that would be processed or become
738 available.

739 Discussion ensued regarding the importance of other ideas, different meeting concepts, social
740 media components for notices and to receive feedback; and difficulties with forums populated by
741 the same group(s) of residents and lack of reality of some of those posts and comments; how to
742 keep those outside of a particular issue or neighborhood from attempting to control an issue
743 through repeated posts; and assurances by Ms. Major that they were used to managing that
744 feedback by putting it through various lenses if found to be repetitive by certain groups.

745 Ms. Collins noted her observations from the recent election and early voting process indicating a
746 significant increase in involvement by people in rental units; and their involvement in local and
747 civic pride issues, not just voting at a presidential level. Ms. Collins noted how impressed she
748 had been with that turnout, and as such, wanted to be sure creative ways were included to
749 make sure residents in rental units were also heard.

750 In the initial WSB proposal, Member Bull opined that there seemed to be a heavy concentration
751 (3 sessions) for the ECFE population group.

752 Ms. Perdu responded that this was a method found successful in other communities, providing a
753 diverse and easy opportunity for reaching young families, but only one idea with the number of
754 sessions also easily interchanged with other tools.

755 Ms. Major agreed, noting that certain assumptions were made to present their proposal to the
756 City Council, using some of those tools found successful in other communities or within similar
757 situations.

758 Chair Boguszewski noted, as an example, ECFE was an existing gathering place for those the
759 team wanted to reach, whether or not that particular organization was used, but providing that
760 type of mechanism to reach that demographic interest and lifestyle; with Ms. Major agreeing
761 with that summary.

762 Member Kimble asked if the next list would include a process for how best to interface or how to
763 make adjustments to one interest group listed in the proposal that had been intended as a
764 starting point.

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765 Ms. Major summarized how she saw the process, including an updated version of the list with
766 additional columns and a few other changes based on tonight's discussion that she had noted;
767 but otherwise with limited edits for the PC to add their thoughts and ideas. Then in January, Ms.
768 Major proposed taking that input from the PC and CEC, yet without a "Table of Contents" at that
769 point even while recognizing the value of that introduction; at which point the whole team could
770 dial the process down to the right number of meetings, their type and scope; but still allowing
771 flexibility and changes to the plan from then on as well.

772 Given the amount of ground covered tonight, Member Murphy asked if the PC was at a point to
773 say definitely what it wanted to accomplish in January.

774 As mentioned by Ms. Major, Chair Boguszewski suggested saying as a default at this point that
775 the PC would meet the first Wednesday of the month, with an additional meeting scheduled
776 (e.g. third Wednesday of each month) for 2017 and the duration of the comprehensive plan
777 update or as a standing agenda item specific to the comprehensive plan update with varying
778 sub-bullets at each meeting, such as an update to the list as the only item specific to the update
779 for that January meeting.

780 Member Murphy suggested that if a second meeting was scheduled monthly, it only be specific
781 to the comprehensive plan update and no other land use or text amendment issues.

782 Chair Boguszewski agreed that the intent for the second meeting be only for the comprehensive
783 plan update and no land use items; but also suggested having it as a standing agenda item at
784 the regular PC meeting each month.

785 Member Bull suggested the second monthly meeting be held in work session format.

786 Member Murphy asked the difference in a regular or work session format and Chair
787 Boguszewski also sought clarification on how Member Bull envisioned a work session.

788 Member Bull opined that a regular meeting agenda provided for an agreed-upon agenda for a
789 meeting by the group or staff; but a work session format allowed for more flexibility.

790 Ms. Collins clarified the requirements for notice and publication of any agenda ahead of time,
791 eliminating much of that flexibility, no matter what format was applied.

792 Chair Boguszewski referenced how this topic was listed on tonight's agenda, without going into
793 detail of what the discussion would involve, and only providing a general heading. Chair
794 Boguszewski opined that he found that sufficient for public notice, allowing freedom within that
795 general topic to the extent known at that time, but providing some flexibility in specific topics or
796 other topics to be determined at the meeting.

797 Ms. Collins summarized that intent as similar to a revolving comprehensive plan discussion for
798 every agenda meeting; however, if an additional meeting was planned, she noted the need to
799 check on the availability of the Council Chambers for teleplay purposes.

800 Member Kimble suggested a proposed placeholder until staff has the opportunity to work with
801 the consultant on a suggested meeting schedule, whether or not needed every month.

802 Chair Boguszewski recognized that idea or also suggested establishing a base from which to
803 work or noted that the meeting could be moved accordingly if a key member happened to be
804 unable to make a particular meeting date.

805 Mr. Paschke stated he wasn't sure it mattered what the meeting was called, but clarified that at
806 times the PC would be making decisions, and the information was needed for the public in
807 advance of that decision-making with published agendas and public notice for their attendance
808 at a meeting of interest to them. Mr. Paschke noted that the whole goal was to get as much
809 information out to the public as possible, for the transparency and engagement opportunities;

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810 with the initial meetings maybe being fewer as the PC figures things out process-wise; versus
811 their later review and formal recommendations to the City Council.

812 Chair Boguszewski agreed with the importance in being able to have the meetings broadcast.
813 Therefore, Chair Boguszewski suggested pulling back and coming to the January 2017 meeting
814 with individual PC calendars and all cognizant of possible dates for an additional monthly
815 meeting to ensure a quorum was available for those meetings as needed.

816 Ms. Collins further advised that the City Council was adamant that information being discussed
817 be published in meeting packet materials for public information and engagement, all toward
818 being more transparent.

819 Member Bull volunteered to serve as one of the two PC representatives attending various
820 meetings for the comprehensive plan update process.

821 Chair Boguszewski confirmed that Members Kimble and Gitzen had also expressed their
822 interest in serving as part of the core subgroup as well. Chair Boguszewski suggested splitting
823 things up to ensure at least one of the volunteers was at each opportunity for community
824 engagement and then to report back to the full body.

825 Member Murphy noted the probable need for alternate representatives when it got to that point,
826 depending on schedules and calendars; noting that at some opportunities, the full PC or a
827 quorum of the PC may be interested in attending.

828 Ms. Major noted as an example the “meeting in a box” tool, seeking interest and involvement
829 from all of the PC commissioners, not just the core team, or one or two representatives of the
830 PC.

831 Chair Boguszewski stated his agreement with any and all of the PC attending, but clarified his
832 concern was that a minimum of one representative of the PC, either Member Bull, Member
833 Kimble, or Member Gitzen be at each and every activity or event, no matter how small or how
834 large; and suggested they work among themselves as to who covered which opportunity. Chair
835 Boguszewski reiterated that this was his understanding of the City Council’s direction that the
836 PC would serve as the lead for this comprehensive plan update.

837 At the request of Member Bull, Ms. Perdu summarized tonight’s action plan:

838• Ms. Major would work on an updated plan and then the WSB team would send that information
839 back to city staff for dissemination to the PC for individual editing, input and ideas;

840• City staff would work on calendar dates to schedule a work session for discussion at the
841 January PC meeting

842• A “Table of Contents” would be drafted to circulate to the PC at their January PC meeting for
843 their information and additional input;

844• WSB would work with staff to develop the repository of information for the website and an
845 appropriate format for it.

846 CEC Member Sparby noted that without a “Table of Contents” defined, it would be hard to know
847 what engagement was needed.

848 Chair Boguszewski noted that the plan would be for the PC to vote on the “Table of Contents” in
849 January; and as noted by Member Kimble, something may still be inadvertently omitted but the
850 goal was that the process remain open and balanced; and remain flexible.

851 Member Bull asked that behind the scenes the WSB team and city staff work on ideas to
852 engage other cultures in the area to ensure that as the process was finalized, those groups
853 were made to understand that their opinions were welcome.

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854 While specific groups could be asked how best to engage with them, Ms. Major stated that her
855 only hesitation would be in doing so before the process as a whole was defined; as well as prior
856 to having input from the CEC and Human Rights Commission as part of that overall scope. Ms.
857 Major expressed concern that by approaching those groups too soon in the process might
858 misdirect efforts and actually unbalance the process. Therefore, Ms. Major suggested the PC
859 commit to moving forward with the next step for the plan before dialing in those aspects.

860 Member Bull agreed to some extent, but also disagreed, opining those groups may already
861 have structures and/or meetings in place for outreach if the city only knew they already existed.

862 Ms. Major advised that WSB would work with city staff to research those contacts that could
863 serve as a resource.

864 Discussion ensued regarding the current Roseville website and comprehensive plan section,
865 now managed by GIS staff, and content changes and input directed to Ms. Collins and her staff;
866 with the engagement process eventually being added after being further refined by the PC and
867 determining how best to drive people to that page.

868 Member Gitzen asked that WSB and city staff provide information to the PC as soon as possible
869 even before the next meeting agenda if feasible, allowing sufficient time for their feedback.

870 Chair Boguszewski stated that he saw a more frequent narrative stream back and forth with
871 communication items and documents between WSB, city staff and the PC; and then whatever of
872 that was readily available could be incorporated into each monthly PC agenda packet.

873 CEC Commissioner Tomlinson, referencing the CEC meeting tomorrow night, asked how their
874 edits and suggestions should come before the PC as part of the process.

875 Ms. Collins advised that communication should go through the CEC staff liaison, City Manager
876 Trudgeon.

877 Chair Boguszewski assigned Ms. Major as the "hub," with the PC and CEC the spokes; and
878 when all were put together it became the wheel.

879 In this instance, Ms. Collins clarified that feedback would be consolidated by staff.

880 Chair Boguszewski noted that the primary leader for community engagement was the CEC.

881 Ms. Major suggested each could reach out to her directly, but with multiple people editing the
882 document, someone needed to serve as the repository and consolidate comments into one
883 document.

884 In accordance with Open Meeting laws, and also from a public realm perspective, Ms. Collins
885 clarified that staff should serve as the initial contact (Community Development Director) to
886 disseminate information as applicable.

887 **Discussion from 1/4/2017 – Draft Minutes**

888 **PROJECT FILE 0037: 2040 Comprehensive Plan Update**

889 Continue discussion with representatives of WSB and LHB (lead consultants for update process) and
890 planning staff pertaining to the draft public engagement plan proposed y the consultants. This discussion
891 is intended to yield a recommendation to the City Council regarding how the proposed public engagement
892 plan can be refined, expanded, or contracted to be as successful as possible in drawing robust input from
893 Roseville's diverse community members as the basis for updates to the comprehensive plan.

894 Mr. Lloyd briefly reviewed last month's discussion, and noted edits and feedback that had been
895 incorporated into this draft of the spreadsheet for further discussion; and inclusion of a draft Table of
896 Contents as requested by the Commission. Mr. Lloyd stated staff's anticipation of presenting a revised
897 draft plan to the City Council at their January 23, 2016 meeting based on the Commission's
898 recommendation after tonight's expanded discussion. Mr. Lloyd noted that the draft Table of Contents

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899 mirrored the structure and content of the existing comprehensive plan, excluding the Economic
900 Development, Public Works, and Parks & Recreation chapters that would not be changed essentially. Mr.
901 Lloyd reminded commissioners that those subheadings and chapters would be handled through a
902 planning process by those departments starting within the next few months working with specific
903 consultants in those areas of expertise.

904 Table of Contents

905 Ms. Purdu briefly summarized work to-date and proposed topics with subheadings under each category,
906 all subject to discussion and change at the leading of the commission. Ms. Purdu advised that this first
907 draft was intended to provide an idea of the intended formatting of the plan per section based on
908 commission feedback at this point, content of the plan and how it relates back to the ideas or vision
909 chapter. Ms. Purdu noted, for instance, in division chapter 2 a decision-making rubric or guiding principles
910 was included to project how the city made decisions that would be consistent with its updated
911 comprehensive plan. In moving through the process, Ms. Purdu advised that she'd provide examples of
912 that process; and over the next few meetings it should become obvious how this update will differ from
913 the current plan; and as infrastructure elements are incorporated by the Public Works Department, with
914 more detail to follow on that and related components.

915 While it may be covered under "economy," Member Bull noted that even though this is the City of
916 Roseville's comprehensive plan, how would it coalesce with other communities (e.g. Rice Street corridor)
917 and when bounded by adjacent communities since what they did significantly impacted Roseville as well.
918 Member Bull asked if that was covered or called out elsewhere.

919 Ms. Purdu clarified that the regional context was called out in several spots, as part of Metropolitan
920 Council goals as well, but not specifically addressed in the outline. As the process moves forward, Ms.
921 Purdu noted that "economic development" was certainly one such area where external forces affect what
922 happens in Roseville, including neighborhood character and impacts, housing demand, and population
923 trend aspects in the region as well. Ms. Purdu advised that she would be sure to specifically call out other
924 spots and highlight them in the next iteration.

925 Member Daire asked where data would be included as to how the City of Roseville gained its population,
926 whether from outside the metropolitan area or from other communities within the metropolitan area.

927 Ms. Purdu advised that this demographic, housing and economic data would be included in the
928 "community profile" chapter, with growth trends provided in context of the forecast from the Metropolitan
929 Council. Ms. Purdu offered to call out that data in more detail if desired, but noted there would be different
930 takes on it for several chapters (e.g. housing) including existing and projected needs, migration and
931 commuting patterns and economic development considerations. While it will be touched on in several
932 places, Ms. Purdu agreed it may be good to highlight it as well.

933 At the request of Member Daire, Ms. Purdu confirmed that the Metropolitan Council had several tools to
934 inform the analysis, including GIS metrics for how people live, and travel, that would provide that analysis
935 of internal population circulation, specifically in the "transportation" and "economic development"
936 chapters. At the further request of Member Daire, Ms. Purdu reiterated that the transportation section
937 would be developed under the Public Works realm, using other consultants, later this spring and in
938 conjunction with this commission and city staff.

939 While that process would be largely outside the context of the Planning Commission initially, Mr. Lloyd
940 advised that direct communication and coordination with the city's engineers would occur for their
941 planning process that would ultimately come to the Planning Commission for information and seeking
942 input from the planning perspective. Mr. Lloyd noted that much of that chapter may be more technical in
943 nature, with input also given by the Public Works, Environment and Transportation Commission and the
944 city's professional staff.

945 Member Daire stated his rationale in asking was the emphasis on community participation, and given the
946 technical nature of that portion, wondered how public reaction to proposed changes or system
947 arrangements (e.g. designation of collector and arterial streets) would be accomplished.

948 While the Request for Proposals (RFP) has yet to be finalized for a consultant for that aspect of the
949 comprehensive plan, Mr. Lloyd stated that staff anticipated a similar public engagement process

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950 somewhat more concentrated within that context. Mr. Lloyd advised that the city engineer or Public Works
951 staff would probably be visiting with the Planning Commission to talk about any proposed changes, but
952 later in the overall process.

953 Based on his planning experience, Member Daire advised that he was thinking about the relationship
954 between land use and transportation, thus his concern that communication between establishing land
955 uses and anticipated traffic generation in that area needed to be involved in the process.

956 Chair Boguszewski noted the intent for past identification and appointment of Planning Commissioners
957 Bull, Kimble and Gitzen as liaisons to attend meaningful meetings and discussions outside this setting,
958 but when involving anything to do with the comprehensive plan update. Chair Boguszewski noted that,
959 even though discussions may not be land use specific, this should provide a way to raise any flags or
960 identify whether or not additional public engagement is needed. As commission representatives
961 participate in those other meetings, sessions or phone calls, if something was identified that needed more
962 representation from the Planning Commission as community representatives, Chair Boguszewski advised
963 that those members could then provide their feedback to note areas that warranted some broader
964 engagement, at which time that feedback could be provided. As the RFP comes in, Chair Boguszewski
965 emphasized the intent that the Planning Commission serve as the conduit for whatever involves the
966 comprehensive plan update.

967 Ms. Collins stated, as part of the transportation plan and when a consultant is hired, public engagement
968 will be part of the process as well as invitations for the Planning Commission to attend and participate in
969 those sections. Ms. Collins also noted that staff intended to have those chapters brought to the Planning
970 Commission for review to determine if something is missing or awkwardly written before it proceeds; but
971 overall to ensure that synergy throughout all chapters and the process itself.

972 Chair Boguszewski emphasized that staff involves one or more of the available representatives to attend
973 any and all meetings; whether or not staff thinks it may involve a significant revision.

974 Given the intent for separate engagement processes for those chapters outside the land use realm,
975 Member Bull expressed concern that there may be too many meetings for residents' participation;
976 suggesting that it may be better to merge those meetings instead of having two different engagement
977 processes and public meetings.

978 Regardless of the Community Development Department having control over those specific chapters or
979 not, Ms. Collins assured the Commission that no matter how they were integrated into the plan,
980 consideration of avoiding engagement fatigue would be part of the process going forward.

981 Returning to Member Daire's previous comment on integration of land use and infrastructure contents of
982 the plan, Ms. Purdu noted the advantage of having the Planning Commission involved in the overall vision
983 of the comprehensive plan and setting those priorities and goals; with all the other elements meant to be
984 consistent with that overview. Ms. Purdu assured the commission that what it decided in the first 2-3
985 months of the process would serve to inform the infrastructure and all other chapters as well.

986 Referring to the touch points in the draft schedule, Ms. Purdu noted that the infrastructure update would
987 be coming back to the Planning Commission as the process goes forward. As noted by Ms. Collins, Ms.
988 Purdu confirmed that the entire integrated document, whether or no their firm is writing it, will be provided
989 to the commission to ensure all is consistent as a whole package.

990 Member Kimble opined that the process and draft Table of Contents looked great and as she looked at
991 the transportation chapter, it served as integral to the overall plan and couldn't be separated.

992 Ms. Purdu noted that the Table of Contents included those elements required by the Metropolitan Council
993 with those chapters integrated into the contents. Ms. Purdu noted it was standard procedure for land use
994 elements of a plan update to begin before infrastructure that would be forthcoming, and providing a head
995 start for the process.

996 At the request of Chair Boguszewski, Ms. Purdu clarified that land use demographic profiles would for the
997 most part cover the city as a whole, using census tract demographics where there were significant
998 differences (e.g. housing in particular neighborhoods), a more refined look would occur, possibly including
999 a neighborhood study on age and type of housing stock.

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1000 Chair Boguszewski spoke in support of that information, noting various factors in a neighborhood (e.g.
1001 type of housing stock, price and cost) could or could not attract new residents or recent immigrants to the
1002 city. Chair Boguszewski opined that many times those smaller communities within the whole want to
1003 aggregate for cultural identity, but if choosing to do so, needed to not become under-represented in
1004 receipt of any city services in those areas, and thus providing an awareness of the whole, whether
1005 specific to the diverse community or the larger community as a whole. Chair Boguszewski emphasized
1006 the need to not have a result of segregated pockets that have perceived or actual negatives associated
1007 with them.

1008 Along that line, Member Daire noted the need to allocate resources accordingly to particular areas of
1009 Roseville, perhaps related to the age of infrastructure, but desired to be avoided at all costs where there
1010 may be certain clustering of distinct population segments (e.g. elderly, young married, or ethnic groups)
1011 may be deprived of certain amenities. When considering equity, Member Daire stated the need to make
1012 sure if those groups chose to aggregate, there wasn't something restricting or minimizing public
1013 investment in that area. As an example, Member Daire referenced the temporary health care dwellings
1014 that may be candidates for clustering of elderly residents for that type of housing or to allow aging in place
1015 while those residents remain contributors to the community and neighborhoods, even though having
1016 certain needs that could be addressed by their families or the city. Member Daire stated that he was
1017 particularly concerned about equitable distribution of municipal resources using taxpayer monies.

1018 Whether related to economic development or redevelopment in general and with the community 98%
1019 developed, Member Murphy noted the need to address smaller strip malls that may be repurposed and
1020 asked where that theme came into play in the Table of Contents.

1021 Ms. Purdu stated that she envisioned discussions about redevelopment early on in the land use process,
1022 given the very limited greenfield space available in Roseville and obvious evolving uses in the community
1023 and economic development in commercial areas. Therefore, Ms. Purdu stated that she anticipated
1024 redevelopment to be a big focus in several chapters, including but not exclusively in the housing and
1025 neighborhood chapters. As comparisons are made with demographics, Ms. Purdu stated she anticipated
1026 there would be an evolution of neighborhoods as well as housing stock.

1027 Member Murphy opined that chapter 7.2 (redevelopment and potential mapping) would be a more fitting
1028 area. Member Murphy asked staff where the infrastructure updates would be incorporated (e.g. water
1029 resources) and where redevelopment was expected that required expenditures and various city structures
1030 (e.g. recent License Center location discussions and repurposing of facilities) and other ideas for
1031 refreshing similar facilities in the future.

1032 Mr. Lloyd advised that the "water resources" and "transportation" chapters would address that, with
1033 feedback and planning in those chapters also addressed, including in the overall comprehensive plan's
1034 decision-making rubric in the vision chapter that will serve to guide capital improvement projects and be
1035 more reflective of what is occurring with public buildings and different types of infrastructure.

1036 Interfacing with the school district (e.g. Fairview Community Center) and needed meeting spaces, some
1037 of which could be addressed in park structures, Member Murphy noted the need to coordinate the topic of
1038 recreation with the school district or in tune with that for joint development opportunities (e.g. former
1039 National Guard Armory property) for that property and similar issues. Member Murphy stated his concern
1040 was beyond land use.

1041 Mr. Lloyd advised that the existing comprehensive plan discussed future land use and was broken into
1042 various planning areas, identifying and encapsulating existing sites and conditions within those planning
1043 areas that deserved future planning or were already in process. Mr. Lloyd advised that he anticipated
1044 something similar will be part of this latest update as well.

1045 Chair Boguszewski also noted the need to address safety and security (e.g. fire stations, etc.); particularly
1046 recognizing long-range plans of the Police or Fire Departments is applicable.

1047 Ms. Purdu clarified that "public safety" is part of the city priorities, and a lens through which everything in
1048 the plan was viewed. However, Ms. Purdu noted that allocation for the type or number of stations was
1049 beyond their purview, without getting into too much detail in this document, collaboration would occur with
1050 public safety departments as part of the broader scope of the plan update.

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1051 Member Bull noted the need to address climate changes; with Ms. Purdu noting those were included as
1052 well as broader resilience issues.

1053 At the request of Chair Boguszewski, Ms. Purdu clarified that chapter 5.7 (aviation) was a requirement of
1054 the Metropolitan Council as part of their system statement, whether or not applicable to the City of
1055 Roseville, but possibly including consideration of drones and their use and/or enforcement-related
1056 issues..

1057 Proposed Comprehensive Plan Schedule (provided as a bench handout)
1058 Ms. Purdu presented a draft schedule, intended to remain flexible, but providing an initial proposal for
1059 public engagement opportunities that would further evolve based on tonight's discussion and subsequent
1060 City Council determination, perhaps involving significant revision accordingly.

1061 Ms. Major advised that the proposed schedule would involve more than just this in-house one developed
1062 in conjunction with staff, but become a much more complex version that will feed into it.

1063 Ms. Purdu noted additional sequencing will occur as coordination was done with other advisory
1064 commissions; with each subsequent Planning Commission meeting talking about the overall goals and
1065 what had been found related to each topic up to that point. Ms. Purdu advised that the Commission would
1066 likely have homework for their review before those meetings to ensure the best use of their time, and then
1067 allow for group editing at the meeting as applicable. At the request of Chair Boguszewski, Ms. Purdu
1068 confirmed that this may include the proposal for additional monthly meeting to be considered later tonight
1069 and supplementing regular meetings as needed.

1070 Member Bull noted the need for several joint meetings of the Planning Commission and City Council
1071 along the way to make sure things were in sync.

1072 Related to process, Member Murphy asked for the schedule after City Council adoption of the plan
1073 update in December of 2017 and submission to the Metropolitan Council, and whether or not there was
1074 the potential for them to return the document for revision during 2018.

1075 Ms. Purdu advised that was a definite possibility during the Metropolitan Council's process, or in the six
1076 months before when adjacent communities and other agencies were reviewing the plan update. Ms.
1077 Purdu noted this process involved all municipalities and other jurisdictions within the Metropolitan
1078 Council's purview that in turn reviewed the plans of adjacent communities; and may result in potential
1079 revisions, addressing omissions, and other areas they deemed needing change. Ms. Purdu confirmed
1080 that it was possible there may be a need for the consultants and staff to return to the city to address
1081 significant changes; however, noted that staff will continue monitoring the plan and process to provide
1082 updates and additional information on the process to the Planning Commission and City Council as
1083 needed.

1084 Community Engagement Plan
1085 Ms. Major noted that Mr. Lloyd had reviewed the process to-date and based on past discussions, they
1086 had made some modifications to the plan, including addition of the Mounds View School District,
1087 experiential questions for outreach; and other modifications from staff and the Planning Commission,
1088 resulting in this version for further feedback from the body.

1089 In addition, Ms. Major stated that she had some clarification questions for the body about their comments;
1090 and while not seeing is as fruitful to go through the document verbatim, noted that before taking the next
1091 step, tonight that review involve groupings and using their memorandum as a reference point, talk about
1092 those areas at some length and make additional modifications based on those discussions. Ms. Major
1093 stated that some of those questions include various groups and how the commission envisioned outreach
1094 to them and what information was being sought, and what type of participation was desired and how to
1095 get that into the final proposal for the engagement portion of the plan update.

1096 Using the memorandum from their firm dated December 8, 2016, and the spreadsheet outlining a draft
1097 engagement plan, targets and tools, Ms. Major led discussions with the commission.

1098 In the memorandum, third bullet point, (page 2) for "elevator speech," Member Kimble clarified that was
1099 her comment and had been intended by her as a shorter mission statement via a phrase or one sentence
1100 that the community could more easily understand as the overarching purpose versus an entire paragraph

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1101 as part of the branding and community engagement process. Member Kimble suggested the title and
1102 mission could be one in the same.

1103 Ms. Major noted that dovetailed with the next part of the process for branding or a more user-friendly
1104 version. Ms. Major noted that was always a challenge in shortening mission statements, that they remain
1105 translatable and self-evident. However, Ms. Major advised that she would work with staff on that.

1106 Chair Boguszewski opined that words may be vague from the commission's perspective, but should be
1107 something the community could grasp and get across the message that the intent of the plan was to
1108 guide how the city develops, and be cascading with the onus on individuals to dig deeper depending on
1109 their level of interest.

1110 Ms. Major noted the Imagine Roseville past branding to be cognizant of that as well.

1111 Regarding commission questions about the online survey tool and how and when results would be made
1112 public, Ms. Major responded that their firm attempted to provide occasional updates summarizing
1113 feedback throughout the process, and then posting final results on the website. However, Ms. Major
1114 advised that they always proceeded with caution in posting that non-statistically valid survey information
1115 to avoid people getting hung up on suppositions. At the request of Member Murphy, Ms. Major advised
1116 that typically they did one interim update and one final after a month or two, often using them to spur
1117 more input from the public. Specific to the length of intercepts and at the request of Chair Boguszewski,
1118 Ms. Major advised that it depended the particular event (e.g. farmers market or library setting) as well as
1119 their time of day and whether the materials remained on site for a while or if it was staffed; with the overall
1120 goal to provide an opportunity for people to provide their feedback, with some opportunities being less
1121 intimidating if not staffed and simply available.

1122 Chair Boguszewski opined that while some opportunities (e.g. Rosefest, Fourth of July, etc.) may garner
1123 great input, it was important to be aware that a significant portion of those participants may not
1124 necessarily live in Roseville; thereby suggesting caution about collecting random input from those who
1125 may not have a stake in the information being provided to the city.

1126 Ms. Major clarified that sometimes that input was sought from those not living in Roseville; or sometimes
1127 allowing for two different versions or staffed or using different types or colors on intercept boards to
1128 differentiate those responders.

1129 Specific to the draft engagement plan spreadsheet, Member Bull asked that given his and others with
1130 visual impairments, the consultant use a type color other than the small red print and color in the future.

1131 Ms. Major duly noted that request and thanked Member Bull for that reminder going forward.

1132 Specific to the website and the role of the Planning Commission, Ms. Major asked for clarification and an
1133 interpretation on feedback to allocate a portion of each commission meeting.

1134 Member Murphy clarified that his comment was intended for his colleagues that the first Planning
1135 Commission meeting of the month include an opportunity for public comments specific to the
1136 comprehensive plan update process; and in addition to the general public comment portion of the meeting
1137 for non-agenda items that night. Member Murphy opined it might help focus those comments, and also
1138 serve the commission's role in leading the process, and only applicable for nine months in 2017
1139 (February through October) and provide a worthwhile addition for community engagement in addition to
1140 the second commission meeting set aside for comprehensive plan discussions.

1141 Chair Boguszewski suggested adding Item "c" to the "communications and recognitions" portion of the
1142 standing agenda items; and allow the public to be aware that they could address the comprehensive plan
1143 at either of those monthly meetings.

1144 In addition to encouraging public comment at those meetings, Member Kimble asked if it may also be
1145 helpful to publish specific questions or areas of discussion from the tool box for people to think about and
1146 to provide comment on those specifics each month versus an open-ended discussion that may not garner
1147 as much interest.

1148 Depending on where the process was at, Ms. Purdu agreed their firm could at least point people to the
1149 website to view a draft of the process up to that point.

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- 1150 Chair Boguszewski stated his preference for that idea; however, questioned if that might in turn create
1151 some hesitancy for the public if they had a comment on another aspect and therefore not attend.
- 1152 Member Kimble suggested that particular topic could be fashioned as one thing for the public to think
1153 about or comment on, but still welcome any general comments related to the comprehensive plan.
1154 Member Kimble volunteered to work with staff on specific agenda items and their wording.
- 1155 Mr. Paschke suggested several aspects including the need for the commission to take into consideration
1156 their schedule and land use agenda items already on the docket that for a meeting in addition to the
1157 comprehensive plan and their desire for additional comment outside listening sessions, open houses or
1158 written material, Mr. Paschke suggested that the commission be clear on the intent to receive input on the
1159 comprehensive plan, or for the public to seek clarification on any questions they may have; but not
1160 specific items for consideration by the commission at that opportunity.
- 1161 Without objection, Chair Boguszewski directed staff to include that agenda item for the next commission
1162 meeting with possible revisions at that point and if needed depending on public response.
- 1163 Further discussion ensued regarding Member Murphy's suggestion to add a short commission preface to
1164 the plan with the purpose of drawing City Council attention to a particular section under review, such as
1165 Member Kimble's suggestion for an executive summary; and Member Bull's suggestion for additional joint
1166 meetings under the commission's structure as a steering committee for the plan update. Member Bull
1167 noted that, while the commission served in that role, under the current schedule they didn't report to the
1168 City Council as sponsor of the project until eight months out, a timeline he found not effective integration
1169 with the key stakeholder. While the consultant and staff would have some integration with both the
1170 commission and city council, Member Bull opined that the commission needed both formal and informal
1171 discussion on the process to-date and any other comments from the city council on how the process was
1172 going or additional involvement or direction needed.
- 1173 Without objection, Chair Boguszewski directed staff to look into joint sessions or work groups with the city
1174 council, at a minimum represented by one or more of the three identified commission representatives.
- 1175 Mr. Lloyd noted that staff intended periodically bringing some of the work in progress items to the city
1176 council so they could see the direction things were going and provide their feedback at that time.
1177 However, Mr. Lloyd noted that would be dependant on the city council schedule and other agenda items,
1178 but still intended as part of the interface process itself.
- 1179 Ms. Purdu noted points identified in the draft schedule for meetings with the city council and their
1180 involvement early on, starting with the Planning Commission and then the consultant and city council to
1181 provide those check-in points. Ms. Purdu noted that the actual check-ins were up for discussion with staff
1182 as to how commission meeting format would be done, whether formal meetings or work sessions; but as
1183 a consultant, advised that they would want to soon meet with the city council to make sure they were on
1184 the right track before moving on, knowing that would form the foundation for the remainder of their work
1185 on the plan update.
- 1186 Specific to previous questions and written reports that would accompany the draft comprehensive plan,
1187 Ms. Major advised that those could be jointly done, but the intent was for the commission or steering
1188 committee to write a preface or cover letter to the report involving a gracious introduction, highlighting
1189 what they had found to be the most important aspects for the process.
- 1190 Member Bull emphasized his concern with the lack of interaction between the commission and city
1191 council during the timeframe until twelve months out; and reiterated the need for more touch points along
1192 the way; duly noted by Ms. Major, and including Community Engagement Commission (CEC) feedback.
- 1193 Potential Event Locations
1194 Discussion ensued regarding locations, with the following suggestions:
- 1195• Library: specify Roseville Branch of the Ramsey County Library
 - 1196• Consideration to other library locations if and when applicable (e.g. school libraries)
 - 1197• Consideration of school cafeterias as applicable, including Roseville and Mounds View School Districts,
 - 1198 most likely at high schools, but possibly involving older elementary input opportunities

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- 1199• Inclusion of Ramsey Area High School and Fairview Alternative High School students, and involving input
1200 from school administrators and seeking their community engagement and feedback as well, perhaps
1201 through approaching the superintendents and then in turn their respective principles for each and to
1202 identify the best location at each facility
- 1203• Involving other school groups (e.g. gifted and talented student groups)
- 1204• Consider Har Mar Mall, in addition to Rosedale Center, for input from a smaller, heavily-utilized
1205 community group
- 1206• Consideration Fairview Community Center as another engagement tool and the various demographics
1207 from the community using the facility
- 1208• Consider involving area college students who may become future Roseville residents or residents of
1209 nearby communities (e.g. University of Northwestern)
- 1210• Combining some of the smaller groups into one meeting or engagement tool option
- 1211 Ms. Major advised that she would take all of these suggestions into consideration and along with
1212 previously-established priorities, use her judgment on those to recommend including. Ms. Major reiterated
1213 that the draft list was not intended to be all-inclusive, but a general list, thus the “post secondary” target
1214 identified at this point on the spreadsheet intended to become more specific based on tonight’s feedback
1215 and allowing the commission another check at that time.
- 1216 Notifications and Announcements
- 1217 No comments
- 1218 Engagement Metrics
- 1219 Ms. Major addressed validity of digital media methods for the commission to consider in determining
1220 website use versus other forums.
- 1221 Discussion ensued, with the commission stating their interest in meaningful and valid metrics; growth of
1222 the contact list depending on who was engaging in the process; and how each target group could be
1223 tracked and how those goals for each would be established.
- 1224 Ms. Major noted the challenge in determining goals and how to measure them; advising that these are
1225 intended as sample goals used by their firm in other situations, but needing differentiation for tracking and
1226 goal setting for each and developing an understanding of each diverse group. Ms. Major clarified that
1227 these goals were a different thing, noting that simply trying to set a numeric goal may not be as
1228 meaningful and only results in checking the box; and while the goal may be met or perceived to be met,
1229 the question remained as to how meaningful that information was or if anything useful was learned for the
1230 final document or as tracking measurements. Ms. Major stated that therefore, she was also reluctant to
1231 not track and set goals; but the question remained as to whether or not the city’s money was being spent
1232 wisely, creating a balancing act in the process itself.
- 1233 Member Bull noted this was one of his areas of expertise and recommended setting a goal and target for
1234 the end product and then tracking each along the way for progress toward that goal. Member Bull noted
1235 that if some percentage of Roseville residents had gone out to the comprehensive plan update website
1236 one, what could be done to inspire engagement if that communication tool is garnering responses.
1237 Member Bull opined that it would result more likely in having meaningful input rather than little
1238 participation.
- 1239 Chair Boguszewski suggested something more specific tied to the percentage, such as unique visitors to
1240 the web page at least once during the course of the year and defining the real end game. Overall, Chair
1241 Boguszewski noted the concern was that once the update was completed, and 2-3 years from now, if a
1242 significant percentage of the population indicates that the update wasn’t valid or if they hadn’t been aware
1243 of the update, or those choosing not to engage, how would that make the plan update valid related to the
1244 actual community and its vision and future. Chair Boguszewski recognized that there would always be a
1245 percentage of the population choosing not to engage, but admitted that he was wary of holding meetings
1246 where people didn’t show up. Instead, Chair Boguszewski stated his preference for options, such as
1247 through visiting the website, where fewer residents may participate, but provide measurable tracking and
1248 goal and inform how to proceed going forward.

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1249 Member Bull suggested establishing a communication plan specific to the comprehensive plan and line
1250 items as part of that plan (e.g. city newsletter) and key things achieved, next steps and check-in points;
1251 but committed to outreach for that particular publication with the ability to determine if communication
1252 goals were being reached.

1253 Ms. Major advised that their firm sometimes developed explicit communications plans for this type of
1254 process; but based on her understanding, the city's communication department staff would be leading
1255 that with their firm and other city staff.

1256 Ms. Collins confirmed Ms. Major's understanding, and advised that the city's communication department
1257 and its manager were very adept at exhausting those tools, and how to drive people to the website. Ms.
1258 Collins noted the huge list of things they reviewed, including social media, news updates, or various spots
1259 on the website used to catch people's eyes. Ms. Collins advised that staff and the consultants would work
1260 at mastering that process for the comprehensive plan update as well.

1261 Without objection, Chair Boguszewski stated the commission's goal to update or refresh those
1262 communication vehicles, whether print or online, on a monthly basis at a minimum no matter who was
1263 responsible to do so, the city's communication staff or the consultant and allowing a measurement of how
1264 the update process is working and how the community is being engaged or responding to the process.

1265 Ms. Major assured the commission that they should meet the commission's scope, with goals aimed at
1266 who was being reached and whether the goals were being met. Ms. Major reiterated that the tools listed
1267 were some used successfully by their firm in the past and all had their limitations and specific problems.

1268 Discussion continued about engagement tools specific to the comprehensive plan and those indicating
1269 trends; defining email or contact lists specific to Roseville; with the commission in agreement to ask the
1270 consultant to revise language for wording on #1 to enlarge those able to sign up, but in effect only
1271 affecting those having an interest in the comprehensive plan.

1272 Specific to #4, Ms. Major advised that their approach would be adjusted to attract participation from larger
1273 group, while still holding things accountable. Depending on the target groups and information from
1274 participants or a spokesperson from the group, Ms. Major advised each communication tool would be
1275 different in an effort to improve participation; and would require revisions throughout the process.

1276 As problem areas are identified, Chair Boguszewski noted the need to involve CEC and Planning
1277 Commission representatives in jointly brainstorming why a certain tool or format wasn't working.

1278 Chair Boguszewski stated his opposition to the word "attract" in this item, suggesting "participation" as
1279 another term, but serving as a guiding principle in general or setting a target for each group as suggested
1280 by Member Bull.

1281 Ms. Major advised that she was adding an additional column to the spreadsheet to discuss appropriate
1282 goals for each target.

1283 Further discussion ensued on addressing language translation needs various groups as another
1284 consideration; with Ms. Major using the example of intercept boards where they are worded and
1285 formatted for easy language translations proven highly successful. Ms. Major advised that discussions
1286 were at play about interactions at public meetings and language translations, as well as interactions on
1287 social media.

1288 At the request of Chair Boguszewski, Ms. Collins addressed past practice of the city in addressing
1289 different language needs; paid and volunteer assistance available; and how engagements based on
1290 geographic areas in the community would assist to address that diversity and ethnicity with the help of
1291 interpreters.

1292 Even with the considerable time spent tonight by the commission on this component to ensure
1293 measurable and meaningful metrics, Chair Boguszewski suggested involvement by the CEC in a deep
1294 review based on their perspective and in response to this discussion. If and when the CEC continues to
1295 provide their input, Chair Boguszewski expressed his interest in not omitting the CEC and other advisory
1296 commission s from the process.

RCA Exhibit A

1297 Ms. Collins agreed, but also cautioned recognizing the schedule for the overall process. Ms. Collins
1298 advised that Ms. Major would be incorporating tonight's input for presentation to the City Council on
1299 January 23, 2016; and offered to email the information to the CEC and invite their attendance at that
1300 meeting; as well as the information available to the public in the meeting packet materials the week
1301 before, allowing any feedback to the City Council at that time from the public and/or CEC.

1302 Member Kimble cautioned the commission to resist the urge to micromanage this process; and expressed
1303 appreciation to the consultants for their openness in receiving feedback; but noting the need for the
1304 commission to avoid getting in the way of executing the process itself.

1305 Chair Boguszewski agreed with those comments; stating satisfaction with the work do-date.

1306 Ms. Major reminded the commission that the process remained flexible, and encouraged input from the
1307 CEC on the communication metrics.

1308 Demographic Data Collection

1309 Specific to how "seniors" were defined, Ms. Major clarified that this was a tool used for lay people who
1310 might, for example, staff a "meeting in a box" or man an intercept event. With minimum training and only
1311 using general terms for them to provide a summary of those in attendance or participating, Ms. Major
1312 advised that the term was intended not to specify ethnicity or age specific group, something their firm
1313 attempted to avoid, but simply to provide a general picture. Ms. Major noted there was training or a guide
1314 that went along with this, but it was a general judgment of participants, without diminishing meaningful
1315 feedback or dwelling on the subject for those interpersonal interactions.

1316 Spreadsheet Review

1317 Ms. Major reviewed the spreadsheet by column; with few comments received on whether or not the
1318 correct engagement targets had been identified; and more comments on the tools used. Discussion
1319 ensued on the first column and listed engagement tools; with Ms. Major stating how important this column
1320 was to the process. Discussion areas included:

- 1321• Roseville business community, consisting of owners or workers living elsewhere but owning or working in
- 1322 Roseville businesses; and including property owners or landlords for multi-tenant housing or commercial
- 1323 buildings beyond single-family homes
- 1324• Need to be explicit in identifying landlords or residential and/or commercial buildings occupied by non-
- 1325 owners
- 1326• Outreach included to developer groups as one identified engagement target
- 1327• Include "City of Minneapolis" in residents from adjacent communities as an engagement target
- 1328• Include Har Mar Mall in addition to Rosedale Center
- 1329• Capturing "visitors" coming to shop or eat in Roseville, some of whom may also be captured with mall
- 1330 visitors as well
- 1331• How to identify remote business leaders coming into Roseville who may consider moving to Roseville,
- 1332 except for the lack of aviation recourses
- 1333• "Area Interest groups" identified as any and all groups with an interest in Roseville but not necessarily
- 1334 local (e.g. speed skaters using the OVAL; Frisbee golf course leagues; economic development groups
- 1335 and employers; non profits or philanthropic groups if meaningful, and others to be added if and when
- 1336 identified

1337 Discussion ensued regarding how extensive the list of associations should be; with Ms. Major suggesting
1338 removal of "associations network and media" from this spreadsheet, while it may remain in other areas as
1339 a target group.

1340 Further discussion included those media groups, including the St. Paul Pioneer Press, and how and when
1341 interaction occurs, especially in working with under-reached groups unavailable otherwise, and through
1342 those networking or associations (e.g. Karen Organization of Minnesota).

1343 Specific to focus groups and stakeholders, after further discussion, Ms. Major noted that some could be
1344 combined; but each focus group or stakeholder would require a judgment call depending on how their
1345 relationship was viewed and how best to obtain interactions, whether a focused meeting or one-on-one
1346 options.

RCA Exhibit A

1347 At the request of Chair Boguszewski as to how engagement targets are weighted in the process, Ms.
1348 Major advised that she'd argue that residents and the business community would always rise to the top in
1349 this type of process; allowing for some more detailed engagement targets to keep the process
1350 accountable and become more detailed as the process proceeds.

1351 Specific to capturing information from various focus groups or engagement targets (e.g. adjacent
1352 communities); Chair Boguszewski noted the trade-off would be in what Roseville was willing to do to
1353 attract new development or business versus its desire to safeguard what it already had available, creating
1354 a natural tension. Chair Boguszewski stated that the city obviously wanted its comprehensive plan
1355 update to guide and encourage positive development but not to have visitors or potential development or
1356 redevelopment harm existing neighborhoods or other aspects of the community; therefore, he thought
1357 weighting was an important consideration. From his perspective, Chair Boguszewski defined that
1358 weighting as: residents, business, and landlords in that order.

1359 Member Kimble noted the inputs would be different and questioned whether or not it made a difference in
1360 the end; with Chair Boguszewski agreeing that was also a good point.

1361 Additional discussion included tools to obtain meaningful information from non-residents and surrounding
1362 communities, with Ms. Major suggesting a more deliberate invitation for advance commitment from that
1363 particular focus group or stakeholders.

1364 Desired Input Column

1365 Members suggested including the concept of public rooms or gathering spaces and how to target that
1366 experiential area; how to formulate models in the future and how to encourage long-term engagement
1367 thoughts (e.g. tree policy, solar and chagrin stations); and what the community could or should look like in
1368 twenty years.

1369 Ms. Purdu clarified that the intent of this column at this point was to guide discussions to select the right
1370 tools; even though it was generally known what to look for, it was good to identify what tool would work
1371 best.

1372 Existing Organizations or Events Column

1373 Chair Boguszewski reiterated the need to involve the three commission representatives at each and
1374 every event or opportunity identified or any added at a later date.

1375 Discussion involved whether or not to call out specific underrepresented populations, with more
1376 generalities suggested, such as cultural or language groups freeing up things geographically versus
1377 specific identities and allowing families with multiple-cultural ties to be included; with the need to maintain
1378 the ability to recognize those not being met; and again ensuring flexibility as the process proceeds.

1379 Further discussion included how to provide sufficient interpretation in advance of the meetings to make
1380 them more user-friendly; ways to entice attendance; and simply using examples of some of the groups
1381 within the "diverse cultures and/or languages."

1382 Ms. Major reiterated her intent to remove the "associations, networks, and media" engagement targets
1383 from the spreadsheet and move it into the "media notification" section.

1384 Member Bull asked that "realtors" be added to the "business community": target group.

1385 Potential Tools

1386 Ms. Major noted areas already discussed, including visitors using intercepts; philanthropic and community
1387 groups combined; and using either focus or stakeholder interviews.

1388 Selected Tools

1389 Based on tonight's feedback and information from the CEC as listed mostly in the "participation process"
1390 and remaining columns on the spreadsheet, Ms. Major advised that she would fill in this section with
1391 suggested tools.

1392 Member Kimble observed that the columns to the right seemed more tactical in nature with Ms. Major
1393 agreeing that would become clearer in the next iteration.

1394 Member Kimble asked the consultant to make sure they reviewed calendars for religious and cultural
1395 holidays to avoid conflicts, duly noted by Ms. Major.

RCA Exhibit A

1396 Referencing the ECHO project consisting of a multi-language video on renter rights and responsibilities,
1397 sponsored by thirteen area government jurisdictions and housing agencies for play on TPT TV, Ms.
1398 Collins noted that the City of Roseville had served at the helm in selecting what languages would work,
1399 with subsequent identification of five major languages that would prove most beneficial based on TPT
1400 viewership in Roseville and beyond. Ms. Collins advised that those five languages were: English,
1401 Spanish, Karen, Hmong and Somali. Rather than identifying target groups in the spreadsheet, Ms. Collins
1402 suggested identifying interpreters to attend larger engagement sessions or at intercepts, and their
1403 availability for bi-lingual opportunities with advance notice to those potentially attending; and thereby
1404 reaching a larger audience versus relying only on geographic areas alone.

1405 At this point, and recognizing that this wasn't actually a public hearing, Chair Boguszewski invited an
1406 opportunity for public comment at approximately 8:50 p.m.

1407 Public Comment

1408 **Kathy Ahlers, Columbia Heights, MN**

1409 Ms. Ahlers suggested several potential considerations, including social media (e.g. Facebook) as a
1410 means to reach out to various non-profit groups and that particular demographic. Ms. Ahlers noted a
1411 randomized sampling for a survey to a specific demographic and people group, with certain addresses
1412 provided and questions from trained volunteers provided a fair percentage of responses to those specific
1413 questions and could be accomplished easily, especially given the preponderance of unavailability of land
1414 lines.

1415 Ms. Ahlers suggested another option was to go to them at a cultural event as a way of outreach, as long
1416 as language barriers were considered.

1417 Ms. Ahlers suggested encouraging participation through "fun" events that could related to some area or
1418 chapter in the comprehensive plan; with staff available with information to share with families to seek their
1419 responses (e.g. bike rodeo or street festival). Ms. Ahlers opined this would provide a good opportunity to
1420 discuss housing or transportation needs or other applicable topics.

1421 Ms. Ahlers also suggested a thirty-minute survey about specific topics to engage people periodically
1422 through a phone APP.

1423 Ms. Ahlers stated her enthusiasm to hear the city's interest in using schools to use student input as a
1424 springboard for that future view of the city and a way to garner more excitement and enthusiasm.

1425 Ms. Ahlers thanked the commission for their interest in community engagement, stating she was
1426 "heartened" to hear it.

1427 **Eleni Skavar, 17 Mid Oaks Lane, Roseville**

1428 As a former resident of St. Paul and only having lived in Roseville less than four years, Ms. Skavar noted
1429 the adjustments from living in a larger urban community to a smaller suburb. Based on that adjustment,
1430 Ms. Skavar noted the importance to tap into the next generation for their thoughts on Roseville and
1431 visions of where they want to live. As a general trend, Ms. Skavar noted young people moved to more
1432 densely populated areas versus a suburb. The difference for Roseville was that they were immediately
1433 adjacent to both the City of Minneapolis and St. Paul; and therefore the trend for movement to Roseville
1434 or other inner-ring suburbs for more affordable housing seemed evident, especially for those limited by or
1435 choosing bus or bicycle as their main transportation. Ms. Skavar suggested that the commission capture
1436 that demographic and draw them in through the community's trails, biking amenities, dog parks and
1437 smaller scale businesses versus big box retail.

1438 Ms. Skavar opined that Roseville was beautifully positioned with its intentional amenities and aesthetics,
1439 and going into this comprehensive plan update should look to redeveloping its commercial areas with an
1440 eye toward those amenities beyond sidewalks (e.g. architecture, landscaping, infilling green spaces). As
1441 an example, Ms. Skavar suggested using existing brownfields as filler green space that can be done
1442 affordably and attract that next generation in addition to current residents, and serve to entice the kind of
1443 population Roseville sought; or encouraging attractive versus ugly buildings to further cultivate how and
1444 where people chose to live; and an important and essential part of livability and quality of life.

RCA Exhibit A

1445 When presenting the envisioned plan for presentation to the public and City Council, Ms. Skavar noted
1446 the need to think of the gateways into Roseville and how they looked. In other words, was Roseville
1447 giving the impression for those outside it as been a shopping Mecca for the northern suburbs or is Central
1448 Park highlighted as an amenity and how the city built its reputation and make itself attractive for current
1449 residents and the next generation. As an example, Ms. Skavar opined that strip malls didn't need to be
1450 ugly, but could be beautiful since they were a useful part of that quality of life. Ms. Skavar also
1451 encouraged the commission to look at the concept of traffic calming devices (e.g., boulevards with trees,
1452 circles) and other ways to encourage traffic to slow down, not only in neighborhoods but in commercial
1453 areas as well. Ms. Skavar opined that the next generation may choose sidewalks versus cars; and with
1454 the walking trailways throughout Roseville serving to connect neighborhoods, it had a good start, but
1455 needed more of those connections by piggybacking onto other projects or ways to create that livable
1456 community for the next generation rather than simply resigning itself to be a community with an aging
1457 demographic, but instead worthy of the next generation.

1458 Member Bull agreed with those comments and the need to look at that future urbanization to
1459 suburbanization aspect and where Roseville was in that 20 year range and then look at technology and
1460 other changes to consider for the next group of residents.

1461 With no one else appearing, at approximately 9:13 p.m., Chair Boguszewski closed public comment.

Memorandum

DATE: January 18, 2017

TO: Roseville City Staff, Planning Commission, City Council

FROM: Lydia Major, LHB, and Erin Perdu, WSB

RE: Roseville Comprehensive Plan Community Engagement Plan

Purpose of this Plan

This plan is intended to shape the overall approach to conducting the community engagement process for the Roseville Comprehensive Plan Update. It also describes our method for communicating key milestones, documents, and outcomes to the public. The Roseville Comprehensive Plan Update project team will provide schedule updates and PDFs of outreach tools, such as intercept materials, focus group questions, meeting-in-a-box kits, and meeting materials. The City of Roseville staff will be responsible for advertising, coordinating and facilitating meetings, updating the project website, posting on social media, developing press releases, and delivering communications.

Key Messages

- Project Description
 - The primary purpose of this project is to update the City of Roseville Comprehensive Plan.
 - The update process will:
 - build upon past efforts while avoiding “planning and meeting fatigue” among residents
 - continue the energetic dialogues that have already been sparked, as well as find opportunities for new ideas and energy
 - build consensus and momentum for progress, leading to long term relationships that support ongoing efforts
 - The City of Roseville Comprehensive Plan update will:
 - focus on creative and sustainable redevelopment of underutilized sites
 - ensure that new development enhances the existing City character and quality of life
 - foster an environment for growth
 - preserve the amenities that make Roseville a great place to live, work, play and study
 - be forward thinking and implementable
 - provide balanced strategies for growth, development, and connections in response to changing demographics
 - “Elevator speech” describing the Roseville Comprehensive Plan Update project
 - “Roseville’s comprehensive plan update will strive to realize the community’s goals for equity, public safety, livability, resilience, and other key values by framing smart approaches land use, housing, and economic development. Our decisions today to support quality residential renovation, creative infill projects, and innovative commercial and industrial redevelopment will allow the community to prosper and thrive into the future.”

- Tag line (two options):
 - “Roseville 2040 – guiding our future together” (Roseville staff thought this gives a good sense of the collective effort and purpose of the planning process without jargon.)
 - “Focus 2040” (While this one is more oblique, Roseville staff liked its subtle linguistic connection to the community vision that is IR2025, and we liked the “punch” of its brevity.)

Role of the Planning Commission

This group will act as a Steering Committee for the Comprehensive Plan. As such, your responsibilities in the community engagement plan are:

- To plan the process by contributing to this plan and to updating it as needed.
- To review documents and materials (such as survey questions, meeting agendas, intercept boards, meetings-in-a-box content, summary memos, etc.) and respond with comments in a timely fashion to a central point of contact who will collate comments.
- To attend and sometimes participate in or lead key events and meetings, as identified by staff and consultants.
- To spread the word about key meetings and events and to suggest ways of reaching more people throughout the process.
- To occasionally provide content for the website.
- To allocate a specific portion (agenda item) of each PC meeting from February to October to allow public input on the update process and to encourage participation by posing a question or other prompt to increase interest.
- To conduct joint work sessions or periodic and timely updates to City Council throughout the process.
- To compose a preface for the Comp Plan document and/or provide a short (up to four pages) written report to accompany the draft Comp Plan when presented to the City Council for formal acceptance.

Other ongoing engagement efforts:

- Southeast Roseville
 - 211 N. McCarrons
 - Rice/Larpenteur Visioning Process
 - Karen Interagency Work Group
- Imagine Roseville Community Discussions

Potential event locations:

- Public Open House
 - Roseville City Hall
- Focus group
 - Roseville City Hall
- Stakeholder Interview
 - Roseville City Hall
- Intercepts
 - Roseville City Hall
 - Libraries (County, K-12, post-secondary, etc.)
 - School cafeteria (K-12, post-secondary, etc.)
 - Malls (Rosedale, HarMar, etc.)

- Fairview Community Center
- Geographic-specific meetings/walkabouts
 - Identified by Roseville staff

Notifications and announcements:

Media Relations

- Roles and responsibilities
 - City of Roseville communications staff is primarily responsible for orchestrating media relations for this process.
 - Consultant team will provide current content and updates at key milestones.
 - Team will jointly develop a common brand for all communications, materials, and events.
 - The media strategy should:
 - create community awareness of process and outcomes
 - ensure transparency of process and outcomes
 - increase public participation
- Media partners and key publications
 - Local newspapers
 - LillieNews.com (Roseville-Little Canada Review)
 - Star Tribune
 - Pioneer Press
 - Government newsletters
 - Other
 - Smack Dab blog
- Suggested release moments in the project:
 - Project initiation
 - Requests for resident input – times and locations for events
 - Final document for public comment

Digital Communications

- Website
 - URL: www.cityofroseville.com/CompPlan
 - Key updates to web page at important milestones or events during the project process (at the conclusion of each phase, before/after public meetings, etc.)
 - Key documents (Summaries of public meetings, major deliverables)
 - Process pictures
 - Include a function to sign-up for project updates
 - “What’s Next” section
- Comprehensive Plan Update announcements on the City of Roseville home page
 - URL: www.cityofroseville.com/
 - Postings before each public meeting to encourage participation and involvement
 - Links to 2040 Comprehensive Plan Update page on the City of Roseville website at important project milestones
- Comprehensive Plan Update announcements on the City of Roseville Facebook page
 - Postings before each public meeting week to encourage participation and involvement
 - Links Comprehensive Plan Update page on the City of Roseville website at important project milestones
 - Consider boosted posts if needed
- Twitter updates focused on Comprehensive Plan Update
 - Postings on the City of Roseville twitter account advertising community events
- Mass Emails
 - Use City mailing lists to distribute notifications before major events or at key points for community input.
 - Use contact database (developed for project) to request that contacts forward information to their members or constituents.

- Allow sign-ups via website
- Major event announcements on Nextdoor or other neighborhood networks.
 - Public meetings/workshops

Hard-Copy Announcements

- Postcard
 - A postcard announcement can be mailed, handed out at the front desk of community facilities or by staff during programs and events. Mailings should occur shortly before public meetings.
- Poster/flyer
 - An 11 x 17 poster announcing major events should be posted at locations throughout the city (and in nearby facilities and businesses) shortly before the events. It should also be displayed at other City meetings held in the appropriate timeframe.

Events and Meeting Announcements

- Digital and Hardcopy materials (as noted above) will be used to advertise events proposed for the Study community engagement process:
 - Public meetings/open houses
 - Intercept events
- The City of Roseville will send meeting invitations and collect RSVPs (or recruit participants by other means) for the following proposed events:
 - Public meetings

Engagement Metrics

Monitoring

The goal is to engage the full range of Roseville constituencies in defining the future of the City. To ensure the goal is being achieved, participation in the public engagement program should be monitored on at least a biweekly basis against the following objectives. If the objectives aren't being met, the engagement program should be adjusted.

1. Grow the contact list to the degree appropriate to each phase of the project.
2. Achieve at least one dialogue regarding the Comprehensive Plan process on the My Sidewalk or Facebook pages each month.
3. Attract meaningful participation in each of the engagement target groups.
4. Achieve 3,500 unique visits (approximately 10% of population) to www.cityofroseville.com/CompPlan over the course of the process.

Demographic Data Collection

Data on who is participating should be collected. Ease of data collection varies by tool. The following approach to data collection will be followed for all engagement activities associated with the Comprehensive Plan Update process.

1. Collect data on residency (Roseville, Twin Cities Metro, elsewhere), worker/student, or visitor status in as many engagement formats as possible, including focus groups, public meetings, intercepts, online questionnaires, etc.
2. For online questionnaires, collect data on age, race/ethnicity, and gender as well as residency and worker/student, or visitor status.
3. Instruct the facilitator/host to fill out a brief qualitative assessment on who participated at intercepts events, Meetings-in-a-Box, and other meetings and activities where demographic data is difficult to collect. Proposed questions are:
 - a. Where were you?
 - b. What time were you there?
 - c. Who did you interact with?
 - i. Gender: Mostly males, about even males and females, mostly females
 - ii. Under-represented populations:

1. Youth (none, a few - less than 5, some - more than 5, a lot – mostly interacted with youth)
2. Seniors (none, a few –less than 5, some – more than 5, a lot –mostly interacted with seniors)
3. People of color (none, a few –less than 5, some – more than 5, a lot – mostly interacted with people of color)
- d. Please write in any additional notes on who you interacted with that warrants recording.

Proposed process

- Ten (10) Planning Commission meetings
 - Purpose: Monthly progress update and input
 - Date(s): fourth Wednesday of each month, January through October 2017, 6:30pm
 - Location(s): City Hall, Council Chambers
 - Notifications/invitations: Meetings are open to the public (publicly noticed) and participation will be encouraged by including a topical question or other prompt in the agenda for each meeting
 - Targets: all
- Four (4) City Council meetings
 - Purpose: Check-ins at progress points
 - Date(s): January 23, April 17, August 14, November 13, 6:00pm
 - Location(s): City Hall, Council Chambers
 - Notifications/invitations: Meetings are open to the public (publicly noticed)
 - Targets: all
- Two (2) community-wide public meetings
 - Purpose: Meeting One: Kick-off visioning workshop (early March); Exploring Directions open house (Sept or Oct)
 - Date(s): March 7, 6:00pm; September/October TBD
 - Location(s): Fairview Community Center?
 - Notifications/invitations: Meetings are open to the public (publicly noticed), press release to local papers, postcard mailing, flyers at key locations, social media, website
 - Targets: all
- Six (6) focus groups meetings: Housing, Economic Development, Land Use, Education, Opportunity, Diversity
 - Purpose: see detailed descriptions, below
 - Dates: cluster meetings in one or two days in March, exact date TBD
 - Economic Development, Education, and Land Use can be held as breakfast, lunch, or business-hours meetings depending on participant availability
 - Housing, Opportunity, and Diversity can be held in evening hours
 - Locations: all meetings at Roseville City Hall large conference rooms
 - Notifications/invitations: Primarily by email/phone invitation
 - Targets: see detailed descriptions, below
 - Housing
 - Purpose: Desired input described in spreadsheet (experience of living in Roseville, issues/opportunities, etc.)
 - Targets: Residents
 - Invite neighborhood, homeowner, and rental association reps

- Economic Development
 - Purpose: Desired input described in spreadsheet (effects of city policies/zoning, ways to improve, labor, etc.)
 - Targets: Residents, Business Community, Visitors
 - Invite Roseville Visitors Association, Business Council, Malls, and Chamber reps
- Land Use
 - Purpose: Desired input described in spreadsheet (experience of developing/selling/renting/leasing in Roseville, issues/opportunities, effects of city zoning, etc.)
 - Targets: Residents, Business Community
 - Invite Developers/Brokers/Real Estate folks
 - Could be eliminated if the ULI panel is a good substitute
- Education
 - Purpose: Desired input described in spreadsheet (existing issues, upcoming projects/plans, overall impression, etc.)
 - Targets: Residents, Educational Entities
 - Invite K-12 (Roseville, Mounds View, Fairview), post-secondary (Northwestern), and maybe preschool reps
- Opportunity
 - Purpose: Desired input described in spreadsheet (focus on economic equity; ie. experience in Roseville, sense of welcome, needs/support, issues/opportunities, etc.)
 - Targets: Residents, Non-profit/Philanthropic/Community Orgs, Under-represented Populations
 - Invite Keystone (food shelf), churches, Human Rights Commission, Schools Equity Office, Police and Community Service Officer reps
- Diversity
 - Purpose: Desired input described in spreadsheet (focus on diversity; ie. experience in Roseville, sense of welcome, needs/support, issues/opportunities, etc.)
 - Targets: Residents, Under-represented Populations
 - Invite ECFE, Human Rights Commission, Schools Equity Office, Police and Community Service Officers, Community reps
- Four (4) topic-based interagency meetings: Housing/Land Use, Economics, Transportation/Infrastructure, Water/Open Space
 - Purpose: gather representatives from adjacent communities, county, state, watersheds, Met Council (and consultant responsible for the transportation/public works scope) to discuss specific areas of interest
 - Dates: cluster meetings in one or two days in March, exact date TBD
 - Locations: all meetings at Roseville City Hall large conference rooms
 - Notifications/invitations: Primarily by email/phone invitation
 - Targets: Government Entities
- Four (4) geography-based neighborhood “walkabout” meetings
 - Purpose: meet people where they are to see the neighborhood and discuss issues together
 - Dates: April, exact times and dates TBD

- Locations: TBD, but could include locations like the area in the southeast corner of Roseville beyond the Rice/Larpenteur visioning corridor area
 - Notifications/invitations: Email/phone invitation to area contacts, flyers in targeted locations, postcard mailings, social media, website
 - Targets: Residents, Under-represented populations
 - Invite local residents
- Three (3) ECFE Sessions
 - Purpose: engage parents and children in a discussion of Roseville issues/opportunities and experience
 - Dates: April, exact times and dates TBD (work with ECFE staff)
 - Locations: TBD (work with ECFE staff)
 - Notifications/invitations: Email via ECFE contacts, flyers in ECFE locations, social media, website
 - Targets: Residents, Under-represented populations
 - Invite ECFE participants
- Two (2) Future City sessions
 - Purpose: engage middle-school participants in the 2017 Future City competition in a dialogue about public space (this year's FC theme) in Roseville
 - Dates: January/February TBD with teacher before and after competition on Jan. 21
 - Locations: TBD with teacher
 - Notifications/invitations: invite teacher and students
 - Targets: Residents
 - Invite teacher and students
- Two (2) Online surveys (visioning, directions)
 - Purpose: provide opportunities for those who cannot attend a public meeting, intercept, meeting-in-a-box or other event to provide basic input on issues/opportunities
 - Dates:
 - "Visioning" survey running in March
 - "Exploring Directions" survey running in September or October
 - Locations: website
 - Notifications/invitations: include in public meeting press release to local papers, postcard mailing, flyers at key locations, social media, website
 - Targets: all
- Two (2) intercept run (10-12 locations each)
 - Purpose: provide opportunities for those who cannot attend a public meeting or other event to provide basic input on issues/opportunities
 - "Visioning" intercepts
 - Dates: all of March
 - Long-run intercepts at schools, cafeterias, libraries, community center, nature center, malls, grocery stores, Target
 - One event at Arts @ the Oval, March 25
 - Targets: Residents (primary), all others
 - "Exploring Directions" intercepts
 - Dates: either all of September or October
 - Long-run intercepts at schools, cafeterias, libraries, community center, nature center, malls, grocery stores, Target

- Events: Farmer's Market is Tuesdays, May 3-Oct 25, 8-noon; Wild Rice Festival, Sept TBD; Rosefest Party in the Park, July 4
 - Targets: Residents (primary), all others
- Notifications/invitations: include in public meeting press release to local papers, postcard mailing, flyers at key locations, social media, website
- One (1) meetings-in-a-box run (unknown locations)
 - Purpose: provide opportunities for those who cannot attend a public meeting or other event to provide basic input on issues/opportunities
 - Dates: all of March
 - Locations: unknown (TBD by volunteers to conduct meetings)
 - Notifications/invitations: include in public meeting press release to local papers, postcard mailing, flyers at key locations, social media, website
 - Targets: Residents (primary), all others
- 1 mySidewalk (but maybe four major updates)
 - Purpose: provide a central location for project information, calendars, links to surveys, updates on progress, etc.
 - Dates: Ongoing
 - Coordinate with city website
 - Four major updates coinciding with City Council updates and major milestones?
 - Targets: all

c: LHB File

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Engagement Targets	Desired Input	Existing Organizations or Events	Selected Tools	Participation process (voluntary, invited, other)	Notification methods	Best days and times	Appropriate Goals for Participation	Other Notes		
Residents	Information about why they live here (i.e. what we should preserve)	Neighborhood orgs	Public meetings (two phase: vision workshop, directions open house)	Mix	Mailing, email contact list, press release, website, flyers, social media, etc.	Weekends or Evenings; Avoid holidays (consider various religions)		Offer child care or have child appropriate activities to keep little ones occupied while parents participate. Mailed postcard invitation should have something to motivate them to participate Email notice sent to neighborhood associations. Sticky post/advertisement explaining what it is/what its for and how to get one on City website, Facebook page, NextDoor (if possible) Farmer's Market is Tuesdays, May 3-Oct 25, 8-noon Rosefest June 22-25, parade June 26, Party in the Park July 4		
	What needs to change	Rental property associations	Housing Focus Group meeting (rental property reps, Home homeowners association reps, neighborhood reps)	Invited	Email/call	Weekends or Evenings; Avoid holidays (consider various religions)				
	Issues surrounding housing (type, affordability, availability, size)	Homeowners associations	Long-run Intercepts at: schools, cafeterias, libraries, community center, nature center, malls, grocery stores, Target	Open	Email contact list, press release, website, flyers, social media, etc.	N/A				
	Issues surrounding connectivity (can people get where they want to go safely and conveniently) Experiential approach questions	Roseville Area Schools	Event intercepts at: Farmer's Market, Rosefest, Arts at the Oval, Wild Rice Festival	Open	Email contact list, press release, website, flyers, social media, etc.	Events				
		Events at the Adult Learning Center	Meetings-in-a-box	Open	Steering committee and other willing volunteers take these to standing meetings, neighborhood gatherings, etc.	N/A				
	Safety	Events at the Fairview Community Center	Online survey (visioning to begin, options feedback later)	Open	Email contact list, press release, website, flyers, social media, etc.	N/A			Arts @ the Oval, March 25, 10-5	
	Amenities (public realm, gathering, etc.)	Tuesday Farmer's Market	Engage Future City group	Invited	Email/call	Weekends or Evenings; Avoid holidays (consider various religions)			Wild Rice Festival, Sept TBD	
	Thoughts on growth	Rosefest in late June	(4) targeted geography meetings	Mix	Mailing, email contact list, website, flyers, social media, etc.					
	Jobs (desire to work near home?)	Nature Center Open House in late January Arts at the Oval in late March Wild Rice Festival in September	PC and CC meetings open to the puplic for formal review and comment							
Business Community	How city policies/zoning effects their business	Roseville Business Council	(2) Focus Groups: Economic Development (Business council/malls/CoC/visitors association); Land Use (Developers/brokers/etc) (if needed, pending the ULI process)	Invited	Email/call	RBC and CoC meet March 22, April 26, etc.	75% attendance of invitees			
	What would help their business	Developer, real estate broker, appraiser group (both existing and not currently present)				CoC Public Policy committee meets Mar 2, April 6, etc.				
	Anything hindering your growth/expansion	Rosedale and HarMar Malls								
	Labor availability Amenities, transportation, parking	Rotary Twin Cities North Chamber of commerce								
Visitors	What draws you to Roseville	Roseville Visitors Association	Long-run Intercepts at: schools, cafeterias, libraries, community center, nature center, malls	Open	Email contact list, press release, website, flyers, social media, etc.	N/A		Note: not suggesting a targeted meeting for non-residents		
	Overall impression/description of the City	Hotel owner (believe this is covered by RVA-confirm)	Event intercepts at: Farmer's Market, Rosefest, Arts at the Oval, Wild Rice Festival	Open	Email contact list, press release, website, flyers, social media, etc.	Events				
			Meetings-in-a-box	Open	Steering committee and other willing volunteers take these to standing meetings, neighborhood gatherings, etc.	N/A				
			Online survey (visioning to begin, options feedback later)	Open	Email contact list, press release, website, flyers, social media, etc.	N/A				
			Economic Development Focus Groups: Business council/malls/CoC/visitors association;	Invited	Email/call	See possible dates in Business Community			75% attendance of invitees	
Residents, businesses from adjacent communities	Overall impression/description of Roseville	Arden Hills	Long-run Intercepts at: schools, cafeterias, libraries, community center, nature center, malls	Open	Email contact list, press release, website, flyers, social media, etc.	N/A		Note: not suggesting a targeted meeting for non-residents		
		St. Anthony	Event intercepts at: Farmer's Market, Rosefest, Arts at the Oval, Wild Rice Festival	Open	Email contact list, press release, website, flyers, social media, etc.	Events				
		Lauderdale	Meetings-in-a-box	Open	Steering committee and other willing volunteers take these to standing meetings, neighborhood gatherings, etc.	N/A				
		Falcon Heights	Online survey (visioning to begin, options feedback later)	Open	Email contact list, press release, website, flyers, social media, etc.	N/A				
		Little Canada								
		Minneapolis Shoreview St. Paul New Brighton								
Area interest groups								Not included at this time due to lack of identified group; consider adding events or adding groups to existing events if groups are identified later		
Nonprofit, Philanthropic, and Community Orgs	Upcoming projects/processes	Churches	Opportunity Focus Group: Keystone and up to five churches serving under-represented populations, poverty, homelessness, hunger, etc.	Invited	Email/call					
	Planning frames	Keystone Community services (Roseville Food Shelf)								
	Existing issues Overall impression/description of Roseville									
Educational entities	Existing issues	Colleges and Universities	Education Focus Group: Roseville/Fairview/Mounds View/Northwestern	Invited	Email/call					
	Upcoming projects/processes	Roseville School District								
	Planning frames	Mounds View School District								
	Overall impression/description of Roseville	Private K-12 schools Fairview Alternative High Preschools								
Under-represented Populations	Do they feel included? Welcomed?	Four previously-identified primary non-English language groups: Karen, Somali, Hmong, Hispanic	(4) targeted geography meetings	Mix	Mailing, email contact list, press release, website, flyers, social media, etc.					
	Specific needs that should be addressed in the Plan	Diverse groups by geography	Focus group on diversity: ECFE, Human Rights Commission, Roseville Schools Equity Office, Police and Community Service Officers, other							
		Early Childhood and Family Education (ECFE)	Three ECFE Sessions							
		City's Human Right's Commission Roseville Area School's Office of Equity and Integration Karen Interagency Work Group Police and Community Service Officers								
		Government Entities	Existing issues						Adjacent communities	Four interagency, topic-based discussions
Upcoming projects/processes	Ramsey County									
Planning frames	MetCouncil Watershed Districts (Capitol Region, Rice Creek, etc.)									
Changes to regulations or processes	State (MnDOT, MnDNR, etc.)									

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 01/23/2017
Item No.: 14.b

Department Approval



City Manager Approval



Item Description: Receive Presentation of Feedback Received at 211 N. McCarrons (former Armory) Community Input Sessions and Direct Staff to Initiate a Comprehensive Plan Amendment/Rezoning Process

BACKGROUND

On January 21, 2016, the City of Roseville was notified by the Department of Military Affairs that they were selling the property at 211 N. McCarrons and that the City held the Right of First Refusal. At its August 29, 2016, meeting, the Roseville City Council voted not to acquire the site and directed staff to engage the community in a rezoning process. Before initiating a rezoning process staff checked in with Ramsey County to see if they were interested in redeveloping the site, since they had the next Right of Refusal. In November the County declined to purchase the property.

On November 15, 2016, Community Development Staff held two Community Input Meetings (one at 3:30 pm and the other at 6:30 pm) to inform the community that a rezoning process was about to occur and to gather any feedback about preferred uses on the site. The input sessions were well attended – more than 80 people attended the two sessions – and there was a high level of interest in the future development of the site. After receiving a brief presentation (see Attachment D for a copy of the presentation), attendees were invited to complete a survey that asked which uses they would find most suitable for the site. The survey was made available (in paper form and electronically) following the presentations (see Attachment B for an example of the survey).

Community Development Staff received 87 total survey responses, 56 were submitted electronically and 31 were completed on paper. See Attachment C for a summary of the results. Following are some of the key takeaways from the results:

- The land use that received the greatest number of votes was Single-Family Residential (Detached) with 69 of 87 respondents selecting that as an acceptable use. With regard to other housing uses, the next highest vote-getter was Townhome/Row Home (1-family attached) with 29 votes, followed by Twinhome (2-family-attached) and Duplex (2-family attached) each receiving 26 votes.
 - When considering housing options, respondents were also asked what density they preferred. Of the density options available, 51 respondents selected up to 4 units/acre, 20 selected 5-8 units per acre, 4 selected 12+ units, and 3 selected 9-12 units/acre.

o Five respondents selected, “No Housing is Suitable.”

- The use, or actually “non-use,” with the next highest number of votes was “No Commercial Use is Suitable,” with 53 respondents selecting that choice. When looking at the 34 respondents who found a commercial use acceptable, the highest vote-getter was Daycare Center with 19 votes, followed by Office with 14 votes, and Sit-down Restaurant and Health Club/Fitness Center each receiving 13 votes.
- The next highest use selected was Community Center, which received 44 votes. Interestingly, the next highest Institutional use was, “No Institutional Use is Suitable” with 29 respondents selecting that option.
- Gardens were the 4th highest use selected with 38 respondents identifying that use as acceptable. Of the other Parks & Recreation options available, the next highest vote getter was “No Park & Rec Uses are Suitable” with 29 votes, followed by Athletic Fields, which was selected by 24 respondents.

Survey respondents were also invited to provide comments, which are included as Attachment C.

Community Development Staff is seeking direction on the Council’s desired comprehensive plan designation for the site. Possible Land Use designations and densities can be found in the PowerPoint presentation (Attachment D) provided on November 15, 2016. If a designation is selected that has multiple zoning options, such as Low Density Residential 1 or 2, Staff suggests that the specific zoning not be articulated until an Open House is completed and the Planning Division has had a chance to review and make a recommendation.

CONTINUED OPPORTUNITIES FOR PUBLIC ENGAGEMENT

Following direction from the City Council, Staff will initiate a Comprehensive Plan Amendment/Rezoning process that will include an Open House Meeting, Planning Commission Public Hearing, and City Council Meeting for final consideration. Comprehensive Plan Amendments are included in our Expanded Notification process.

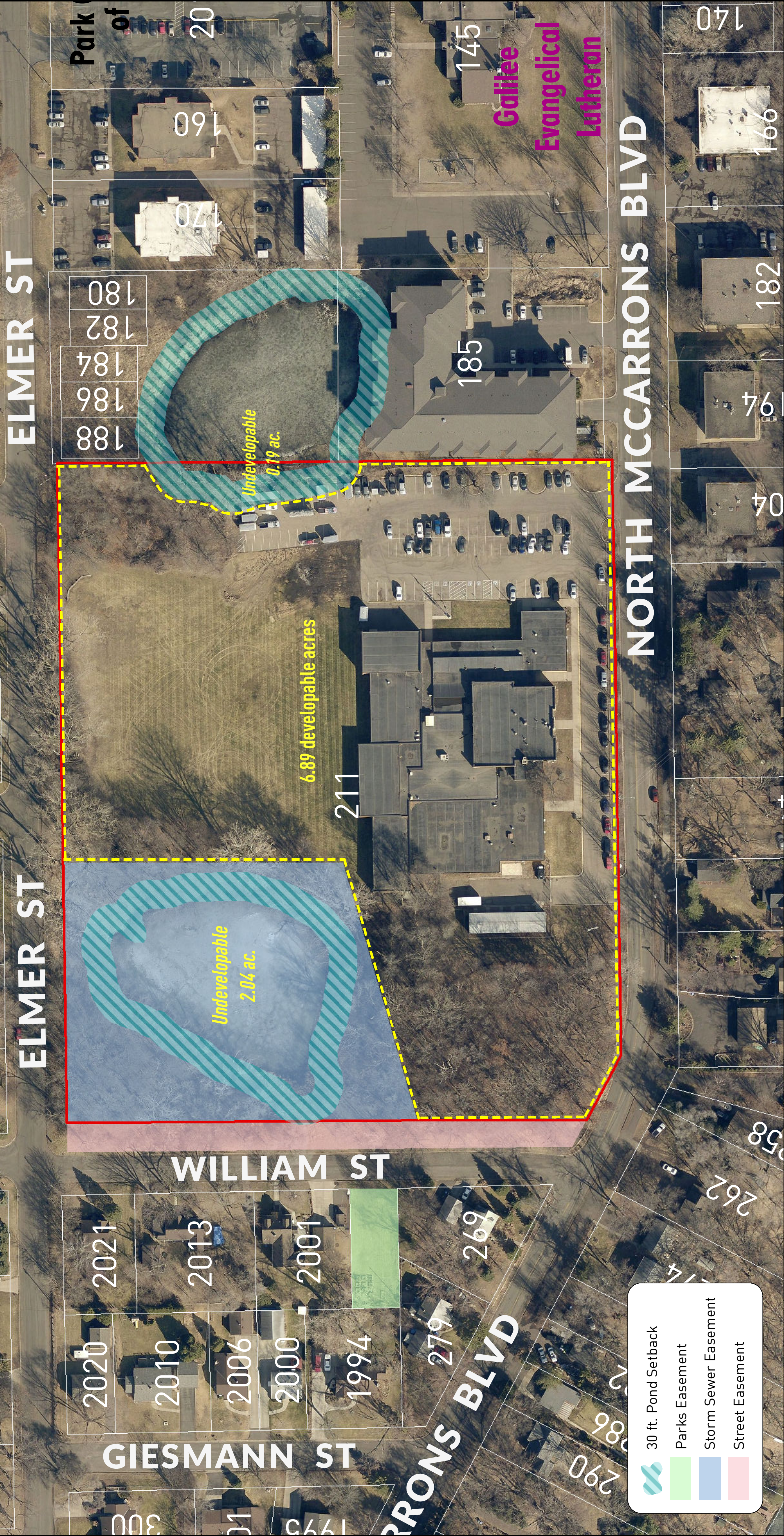
STAFF RECOMMENDATION

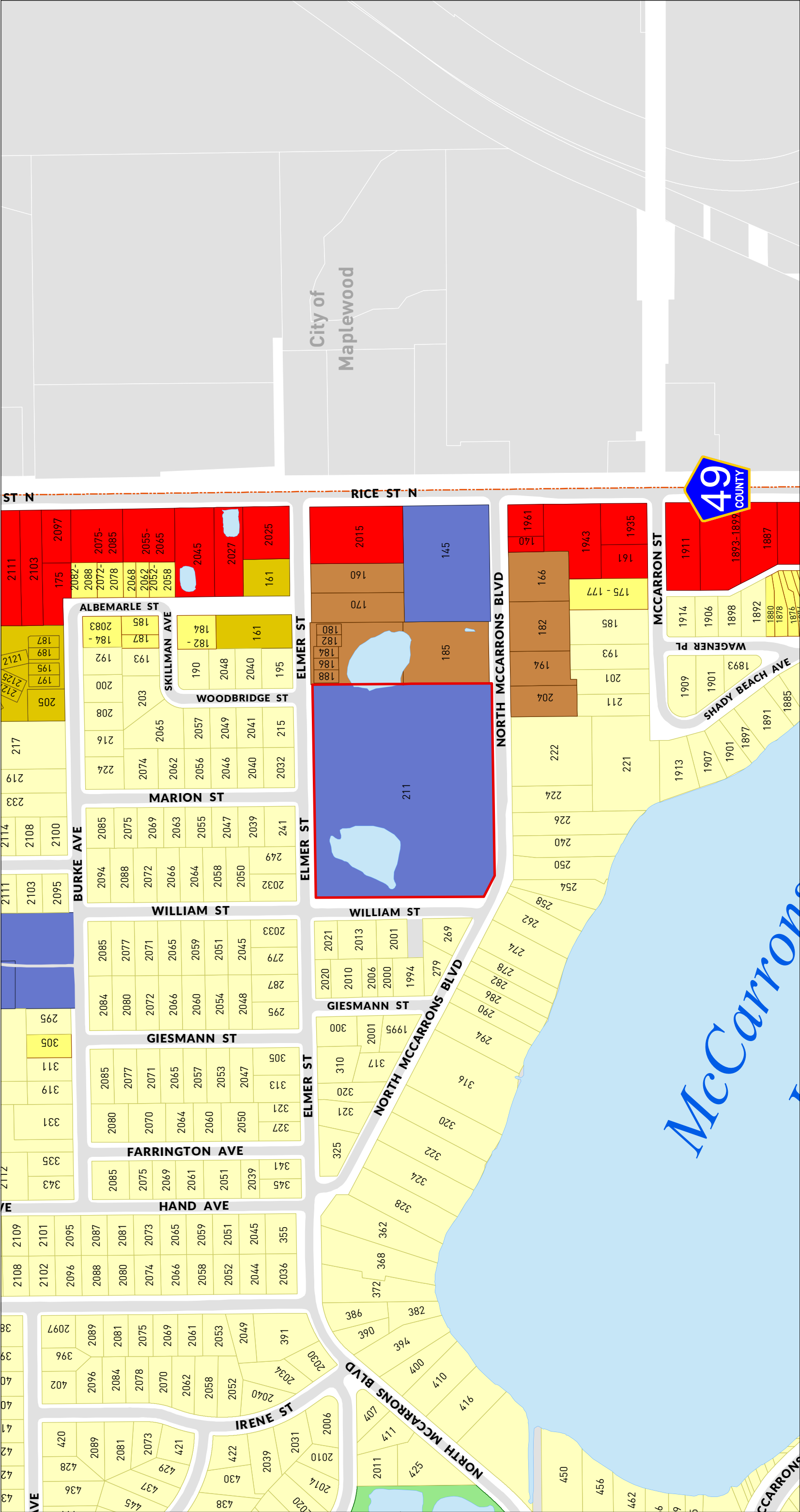
Staff recommends that the City Council review the feedback received from the 211 N. McCarrons Community Input Meetings and direct staff to initiate a land use/zoning change process with a specific comprehensive plan designation (e.g., LDR, MDR, HDR).

REQUESTED COUNCIL ACTION

Make a motion to direct Staff to initiate a comprehensive plan amendment/rezoning process for a suggested designation at 211 N. McCarrons.

Prepared by: Kari Collins, Community Development Director
Attachments: A: Site Map for 211 N. McCarrons
B: Example of Survey Completed
C: Feedback Graphs
D: November Input Session Presentation





Zoning Map

The Official Zoning Map adopted by the City Council on December 13, 2010 in Ordinance 1402 is the final authority with regard to the zoning status of any property. It is on file in the Community Development Department at City Hall.

The zoning designations shown on this map must be interpreted by the Community Development Department. See Water Management Overlay District Map for additional boundaries.

Residential

- LDR-1 - Low Density Residential-1
- LDR-2 - Low Density Residential-2
- MDR - Medium Density Residential
- HDR-1 - High Density Residential-1
- HDR-2 - High Density Residential-2

Commercial

- NB - Neighborhood Business
- CB - Community Business
- RB - Regional Business
- RB-2 - Regional Business-2

Employment

- I - Industrial
- O/BP - Office/Business Park

Mixed Use

- CMU-1 - Community Mixed Use-1
- CMU-2 - Community Mixed Use-2
- CMU-3 - Community Mixed Use-3
- CMU-4 - Community Mixed Use-4

Public / Institutional

- INST - Institutional
- PR - Park and Recreation

Zoning Designations

Data Sources
* Ramsey County GIS Base Map (7/5/2016)
* City of Roseville Community Development



211 N. McCarrons – Community Input Survey

Thanks for participating in the 211 N. McCarrons Boulevard Community Input Process. Before proposing a recommendation to the Planning Commission and the City Council, the Community Development Department would like to gather feedback from the community. ***Return your completed survey to the Community Development Department by the end of the day on Mon., Nov. 28.***

- Want to review the presentation given at the November 15 community meeting? Please visit www.cityofroseville.com/southeast.
- Have questions? Contact kari.collins@cityofroseville.com; 651-792-7071

Housing – Check ALL the uses you find acceptable for the site:

☐ Affordable Apartments	☐ Affordable Workforce Apartments
☐ Luxury Apartments	☐ Market-rate Apartments
☐ Assisted Living	☐ Senior Living Apartments
☐ Single Family Detached	☐ Condominiums
☐ Duplex (two-family detached)	☐ Twinhome (two-family attached)
☐ Townhome/Row Home (one-family attached)	☐ I don't think any housing options are suitable for this site

If used for housing, how many units per acre would work well in the neighborhood?

(The site has roughly 6 acres of buildable land):

☐ Up to 4 units per acre	☐ 5 - 8 units per acre
☐ 9 -12 units per acre	☐ More than 12 units per acre

Commercial – Check ALL the uses you find acceptable for the site:

☐ Office	☐ Medical, dental or optical clinic
☐ General and personal service retail	☐ Big-box Retail
☐ Animal boarding (indoor)	☐ Animal hospital/vet clinic
☐ Daycare Center	☐ Health Club/Fitness Center
☐ Mortuary/Funeral Home	☐ Restaurant (traditional/sit-down)
☐ Hotel	☐ Multi-family dwelling (upper stories in mixed use)
☐ Live-work unit	☐ I don't think any commercial uses are suitable for the site

Public/Institutional – Check ALL the uses you find acceptable for the site:

☐ Cemetery	☐ School
☐ Library	☐ Museum
☐ Community Center	☐ Place of Assembly
☐ Government Center	☐ Off-site Parking
☐ I don't think any Institutional uses are suitable for this site	

Park & Recreation – Check ALL the uses you find acceptable for the site:

☐ Amphitheater	☐ Athletic Fields
☐ Dog Park	☐ Gardens
☐ Golf Course	☐ Health Club/Fitness Center
☐ Sports Courts with Lights	☐ Waterpark
☐ I don't think any Park & Rec uses are suitable for this site	

Please use the reverse side of this page to offer any additional comments.

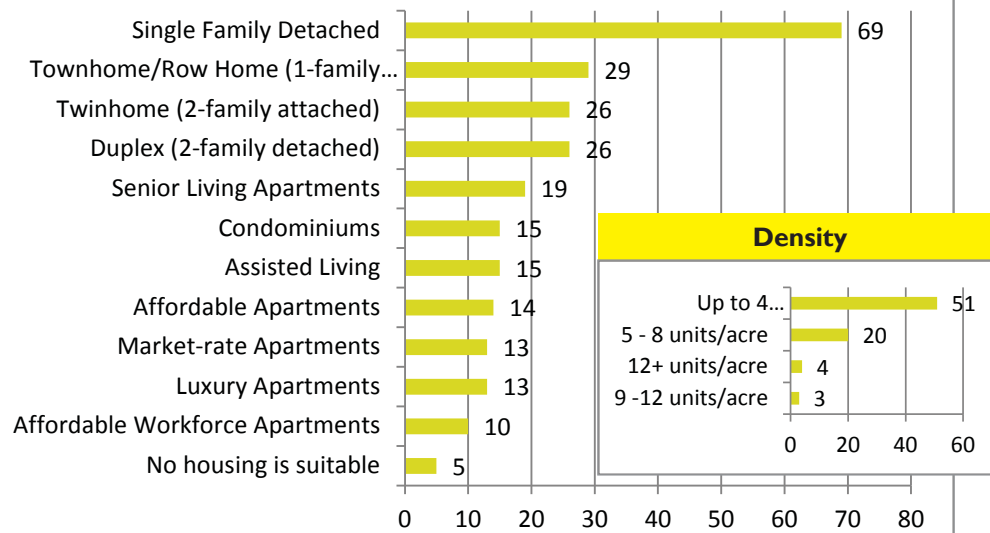
Comments:

Thank You for your Input!

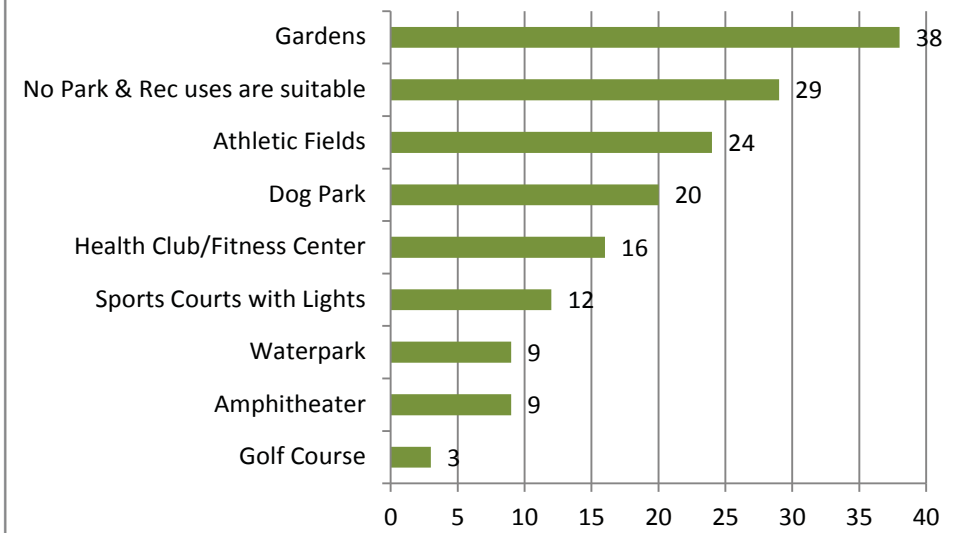
211 N. McCarrons Final Survey Results

87 Total Responses • 56 Online • 31 Paper

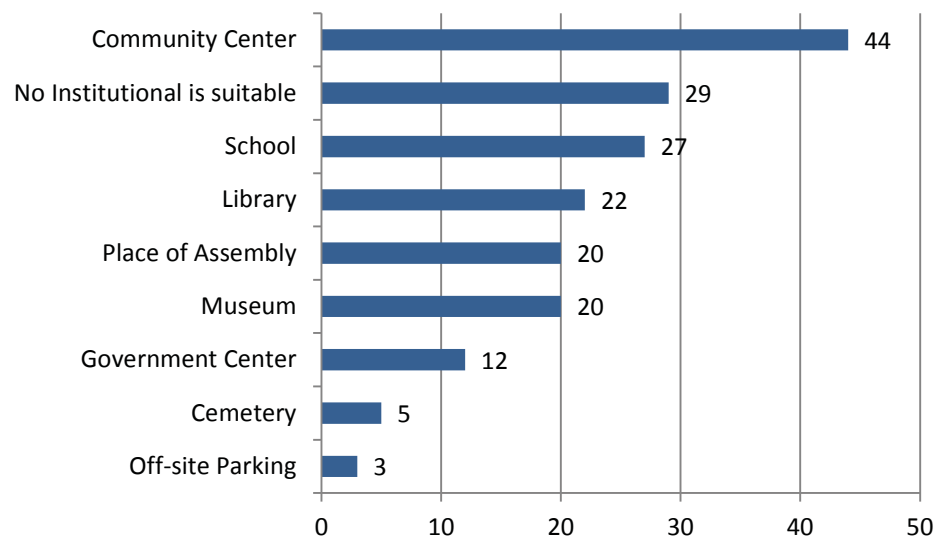
Housing Uses



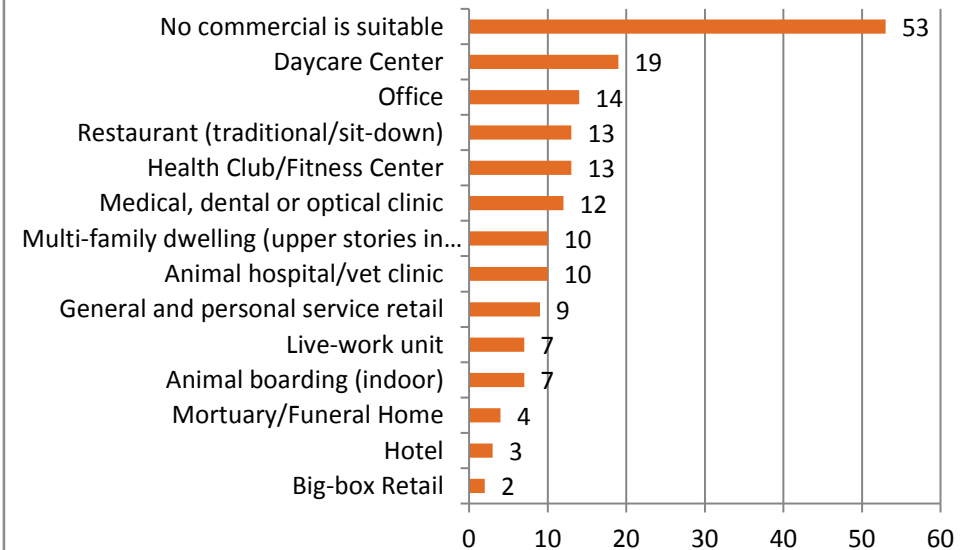
Park & Rec Uses



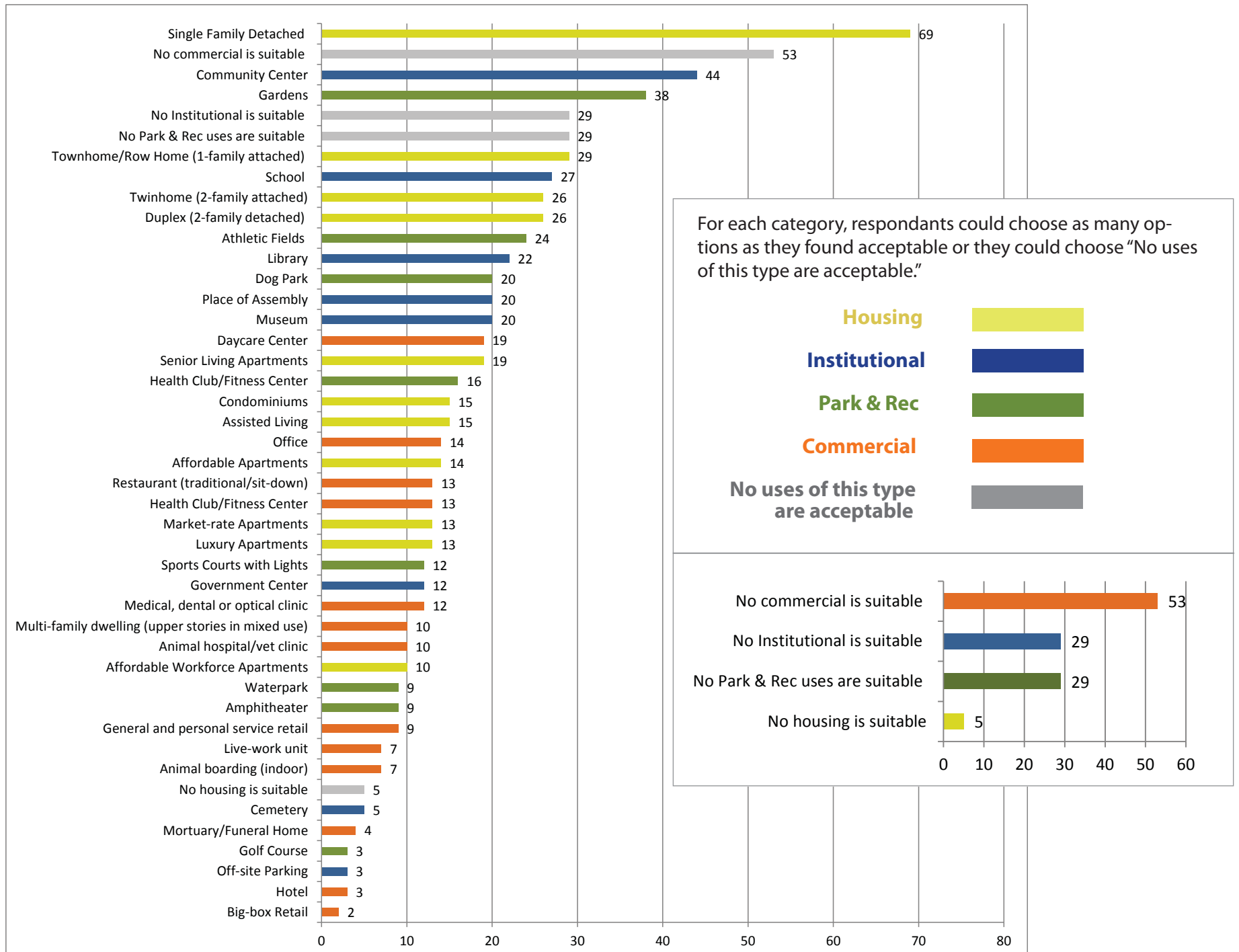
Institutional Uses



Commercial Uses



211 N. McCarrons • Uses in Ranked Order



211 N. McCarrons Survey Results - Comments

- Would like to see positive, progressive movement. Something that brings economic development to this corner of Roseville and north Rice Street. Dwellings for families with income to bring to this area and businesses to attract, that could work. Community work is nice but doesn't develop. (Ex. Com. Garden)
- This site is probably best suited for housing. I know some neighbors are proposing saving the armory building and using as a community center, but I don't agree. It doesn't make sense to keep the building. I would like to see nice housing, possibly with some retail mixed in.
- The National Guard additions to the historic school building should be demolished, leaving only the 1936 school structure for future "public/institutional" type use. The open land should be rezoned for single family dwellings to match the three sides of the entire property, so to act as a buffer between the existing apartments and multistory condominiums on the eastern edge. Open space should be provided utilizing the pond and the undeveloped woodland on the William street border. Any other permitted uses of the property should be consistent with the existing single family neighborhood on the north, south, and western sides of the property.
- Please keep the green space and line of trees along the north side of the lot along Elmer. The green space is used by many residents as-is for a variety of activities. Also, I don't want the amount of traffic on Elmer (and northward) to increase, so I don't want a new road/access point from the zoning area onto Elmer. There is enough speeding traffic coming through without adding to it w/the zoning area. The area is already generally quiet, so would prefer to keep the area quiet with Low Density housing.
- I propose keeping the green area and tree line on the north side (maybe including a walking path) and low density housing on the south side along McCarrons where the Armory is.
- I hope there is a way to consider the proposal put forward by community members which looked at mixed use: housing, open space and, community center. I think the city should be taking more of a lead in energy efficient, smart design. We have enough big houses with garages in front. If the apts on N McCarron are upgraded and the people forced to move out, I would be highly in favor of HDR in part of the site. Whatever the plan, it's important to consider the environmental question of the lake's capacity to handle greater and greater levels of use. City should also be proactive on building heights, before the tear down phenomenon takes over.
- The west side of the site should be retained as a natural area as it currently exists and is used by the neighborhood. The original school site holds many memories for all and would be a good location for a mini community center with the gym, stage, and kitchen--a park building with associated natural area. It could have programming for all in the city, including senior programs. The remainder could be community gardens and/or some limited housing of a small type of upscale, down sizing housing--1200 sf or so and 4-6 per acre--on small lots. Nice site for a PUD for a creative plan. Thank you for the opportunity to weigh in on the project. Hope you listen.
- It would be great if you could get some soils information, perhaps from old school construction documents. It could help evaluate the economics of various alternatives. I am neutral on the old school building but would not like to see "forced demand" that can be handled better in other ways.
- I also like the plan developed by architect that was presented to McCarrons group
- Minimal housing for the area. 12 new houses at most. No commercial unless it be for pet boarding.
- Would like to see the southwest corner of the property remain open space wooded area. Combination of low density housing and community center (multiple zoning) would be acceptable on the site.
- I'd love for the land to remain idle. I realize that that may not be practical. Low to mid-level density housing would be fine. I'd prefer no high density, high rise, housing or commercial uses.
- I would love the area to become more child-friendly - whether that be through a neighborhood use, through a school, daycare, park, or museum, etc.
- FYI - I hesitantly signed a petition going around asking if I preferred something similar to the architectural drawing shown with the petition (facilitated by Sherry Sanders/ Jim Moncur). It showed 12 houses, wooded buffer on west, community center utilizing core of old grade school and a parking lot. I signed it, BUT in the margin I wrote that I was NOT IN FAVOR OF THE CITY PURCHASING THE PROPERTY. I believe that would not be a good use of my tax dollars. There was NO reference on the petition I signed about requesting that the City buy the property, so if the petition comes to you differently, then please remove my name from the petition. I agree with the city decision to pass on the purchase of 211 N McCarrons. The most important thing to me would be a large wooded buffer zone on the west side of property. Thanks for putting together a great presentation for our neighborhood meeting.

211 N. McCarrons Survey Results - Comments • (continued)

- I have lived several blocks from this area since 1987 and have spent many days and hours in the open spaces with family, children and pets.
- The need for affordable housing is great and continues to grow rapidly. I would prioritize the use of this site towards meeting those needs.
- I would like to see a mixed use space and would like to see some of the parking lot get transitioned to green area.
- A community center would be my preference on this site. The area is already 'housing dense'.
- This space should not be used for housing.
- I would like to preserve the quiet nature of the neighborhood. That sector already has high density housing and low income housing. The natural areas (pond on one side and woods with wetland on the other) also already have enormous pressure on them from existing development. In my opinion there has been too much new development. Traffic levels have increased markedly - it is noisy at night due to traffic, and driving to work takes longer. Because of the increased numbers of people on the roads, the quality of living is not as high as it used to be. I value our open spaces, natural areas, wetlands, and Lake McCarron. I like quiet residential communities with families in single family homes. I am an environmentalist and think the entire world is too focused on large-scale development. Green space has been proven to have positive health effects in so many different ways, and yet we continue to remove it. From a re-development standpoint (which this site could be focused on), I think any lower impact alternatives would be fine. Single family housing, a small day care, one story offices, a small meeting site. I'm not too keen on the large alternatives.
- I feel a community center that can grow with the city is the best use. A safe place with a pool, after school programs, and possibly a decent theatre or entertainment venue would be wonderful. I would be more than happy to spend my money at such a place where the money is going back into the community.
- From a hospitality point of view you could look at that area for a hotel/housing/nightlife entertainment district potential if armory is torn down.
- There are plenty of residential/recreational opportunities nearby. Keep it commercial.
- This site is a historical community resource and it's future use should be as a community resource taking into account ongoing planning for the future of SE Roseville and proposed collaborative (Ramsey County, Cities of St Paul, Roseville and Maplewood) improvements in Rice & Larpenteur area which is very nearby. The City Council too quickly and without the input of area residents and any investigation or research judged this resource (The Armory property) not worthy of consideration or any collaborations with the School District and other community resources. The former Armory property holds the potential for far more useful and community based usage than the recent efforts of extensive research, community input and consideration at the Roseville golf course. Effort in this regard should be considered mandatory by the Roseville City Council and due to time constraints of the highest priority. Simply relegating the former Armory property to housing zoning of any kind is to ignore the property's potential benefits to the Roseville community at large as well as nearby neighbors and businesses.
- I see three areas for the 9 acre site. -Row/town houses for the southwest corner to be used as a medium density transition from the higher density of the condominiums and apartments to the West. -As many single family detached homes as the site can manage with a street running through for access. -The area around the wetlands to be open for public use, along with some adjoining land. Hopefully this area could be dedicated to a trail and playground. I am not opposed to the rendering that Sherry Sanders shared; preserving the gym/meeting space. (But would like to see more homes.) The neighbors in that area (especially those from the high density housing) deserve to have an accessible playground, for which the site has served for many decades. Getting an easy access neighborhood playground for that corner of SE Roseville would be my top priority. Anything less would be taking resources away.
- I believe it's too far off Rice, for Commercial / Retail traffic needs. Therefore, the best potential use could be residential or public/institutional use.
- I don't think it's necessary to preserve the old building on the site. I'm not comfortable that some people are trying to ram the idea to save the building down our throats. Why is there a separate meeting with surveys being handed out to push keeping this building?
- Given that much of the parcel's NW corner is both wetland and borders lower density zoning, I think it makes sense to earmark the entire western slice (NW corner and corresponding SW area) for a park or other open space to buffer between different zoning densities.

211 N. McCarrons Survey Results - Comments • (continued)

- When I moved here in 1997, I read somewhere that 75% of the houses in Roseville did not have anyone under age 18 living there. We have kids now, going to Roseville Public Schools, and we see the aging of our neighbors. There has been a lot of replacing businesses with senior living buildings. There is now plenty of senior living in Roseville. We know that Roseville is a much-desired place to live. It is one of two cities that touch St. Paul and Minneapolis - we can get to either downtown in ten minutes. There are 29 parks in Roseville, plenty of retail, plenty of churches, a lot of great reasons to live here. People that want to live in Roseville frequently buy existing houses and tear them to the ground and re-build. Not everyone can afford that. What we have a shortage of is affordable single family housing. Please consider zoning this site LDR 1 or LDR 2. My second choice is to zone it Park and put in some soccer or baseball fields, but I know that is a long shot, and all about me. LDR1/2 is about the future. Thank you.
- I prefer this area to stay as quiet and natural as possible, to have no deleterious impact on the quality of life of anyone in our neighborhood. We already have steadily increasing issues with undesirable persons and activities, and crime infiltrating this area of Roseville. It is crucial to me that whatever happens with this site work toward a SAFER neighborhood.
- The need for move-up housing is needed in this area. There is more than enough apartments and starter homes. Too often I see neighbors moving out of Roseville as their families grow, too many small homes, not enough modern larger homes.
- It would be nice to have this part of the neighborhood for families.
- My family and I bought our house in 2014 which is directly across the street from the armory. If this site is used for multi unit housing I'm putting my house up for sale. There are too many apartments and condos in the area. Our area is beautiful. Please don't ruin it with ugly buildings.
- I believe that the historic WPA school should be kept as the historical society, playhouse, community gathering place, and possible coffee shop.
- Thanks
- Given that there is going to be building on this site in some form, think it would be good if the existing wooded area to the west of the current buildings and to the south of the 2.04Acre / undevelopable space would be retained / protected. Three reasons for this 1) it would provide a good buffer between the new properties and the existing single home families to the west, 2) it would also allow a walk around path to be created around the small lake thus giving something back to the community that does not exist today and 3) it would mean that other than the 'drive by impact' it would mean that only the 6 immediately adjacent properties would directly see / be impacted by the new development and for them it would actually be an improvement vs the existing eye sore of the armory. If building goes to the full west edge then another 14-20 properties had direct line of sight impact and the impact for them is only negative. Also, make sure that the parking on any development is central, vs off to one side.
- This link was posted on Nextdoor web site so how does it prevent people who do not live in Roseville from voting? I would not like to see high density housing on this site.
- I would not like any high density. I would be ok with a wildlife area.
- I think this area of Roseville is already saturated with apartments and many of the single family houses in the area would be considered affordable. For this reason, I feel larger single family or even luxury townhomes would be the best fit. The area around the pond should be park like land, with a walking trail, benches. This area could also use a small playground, maybe a small dog park. I also saw a suggestion with a wading pool which would be nice on this side of Roseville.
- I would like the highest-value development possible on the site, to help reduce the property taxes of other Roseville properties. a corporate headquarters or high density housing would be great! i believe if the treeline was preserved on the north, west, and southwest portions of the property, there would be plenty of shielding of the single family homes, that they would not notice what was on the property. To the east and south are high density properties, who should not object to any type of development on this site. I believe the vast majority of traffic from the 211 site would move east to rice st, and would not impact the houses to the west. there is already a great deal of high density housing in the area, and still, whenever i drive on north mc carron's boulevard, which i do quite often, it is very rare to see another vehicle on the roadway at the same time. if the treeline was kept, i see no negative impacts for the single family homes in the area.

211 N. McCarrons Survey Results - Comments • (continued)

- The neighborhood at 2032 Marion Street just across from Elmer Street (on the north side of the proposed development) is mostly a neighborhood of the 1950's style single family homes with large 1/3 to 1/2 acre yards. The neighborhood has attracted many new residents recently including many with young families. The homes are well maintained. We enjoy the close proximity to Lake McCarrons. Some of us walk around Lake McCarrons every day. I would hope that the new development at 211 North McCarrons Blvd would be compatible with the look and the vibe of the rest of the neighborhood. With the kind of housing density proposed (even the low density of 4 houses per 1 acre), I am concerned about the possibility of too many drive-ways on the short space on Elmer Street between Woodbridge and Marion Street. There are just 2 driveways and houses on this block on the north side of Elmer Street. In contrast, the approved development of 5 townhouses on the south side of Elmer Street adjacent to the proposed development has 5 driveways in a shorter space along Elmer Street. I am also concerned about possible problems with surface water control with the proposed new development. As the property is now, the baseball field on the property is filled with pooling water in the spring. Ducks come and go to the large pond on the field for at least a couple of weeks. The field is also flooded with heavier rains during the summer and fall. My house on the north side of Elmer Street is protected from flooding by the boulevard on the south side of Elmer Street which is at street level. The boulevard then drops about 4 feet onto the 211 North McCarrons property keeping water from pooling on Elmer Street. The drop in elevation from the boulevard on the Elmer Street side of the 211 North McCarrons Blvd property also keeps the street drains on Elmer Street from being over-whelmed by the storm water rushing down the block from Woodbridge and Marion Street. If the new owner would be allowed to raise the elevation on the Elmer side of the development we would experience new flooding issues on the north side of Elmer Street.
- I would like to see the west side of the property turned into a park. The SW portion is elevated so it would take a lot of ground work to develop that. Having that west side be a park with walking paths would be wonderful. I do not want any businesses to build here nor more apartments. Our corner of Roseville has plenty already. Thanks for taking our thoughts into consideration for rezoning.
- In very general terms what I would like to see here is a space that is safe and fosters community. A single zoning designation may not best serve those ends. I loved the concept drawn up by Tom (the architect at Galilee Lutheran). We have an opportunity here to create something fantastic for our community, or we can succumb to bottom line market forces and end up with who knows what.
- Landscape around ponds (swamps)
- Appreciate any consideration that would be good for our now stable community! Bob Erdman, 240 N McCarrons Blvd
- I have lived in my home at 226 N McCarrons Blvd for 63 years. I and my two children all attended the school that is just across the street. My husband taught at the school for 21 years when it finally closed. I have always enjoyed this location because it is so close to St. Paul & Mpls. and yet has a quiet feel of the north woods. We have enough apartments and have no need for more or any commercial uses. Since Roseville's population is getting more children, it would be nice to have an area where they can play, go on walking paths and watch environmental growth near the pond. I do not wish to have more traffic on N. McCarrons Blvd. It is difficult now to go north on Rice St. I would like to see a few homes where children can grow up and enjoy the area safety. Sincerely, Sharon Hill
- Condo-Coop -- Applewood Community; walking trail in NW corner (undevelopable area)
- Some green space should remain (walking, gardens, strips of native vegetation, etc.)
- I feel that we need to keep as much open green space at this address. Keep the original school as a meeting place would be an added plus.
- Please do what you can to help protect the neighborhood. There's more than enough high density housing in the neighborhood. We could make the property on west side (south of the pond) into an open green space with dirt paths like at Reservoir Woods. Tear down the behemoth of additions and preserve McCarron's Lake School. It could house the Roseville Historical Society, Rosetown Playhouse, provide meals for seniors in kitchen, the Police Athletic League could sponsor sports league activities for youth. The gym could be rented out for events. the classrooms could hold classes similar to Fairview Community Center for adults.
- No high density
- Half the property green space; half the property housing; Currently the woods & pond provide Green space -- keep natural
- LDR-2 Permitted Uses - Two-family (twinhome); No HDR - This section of Roseville - overloaded, now! Use old school for community center
- I think this area should be low density housing in keeping with the neighborhood.

211 N. McCarrons Survey Results - Comments • (continued)

- Would like to see closer connections between this and the SE Roseville project. It was mentioned, but it did not feel like there was a cohesive vision for what happens in this part of the city. It does not feel productive to have isolated meetings; this property is part of a neighborhood. And while we as residents may have a specific opinion on this space, we have not all had a chance to think critically/strategically about where things are going. That being said, with what I know and understand, I most strongly have things I do not want to see: big-box retail - self-explanatory; hotel/boardings; land should serve the community, not visitors; lowest density housing - unsustainable for the City's growth. Thank you for the opportunity to understand this process and provide feedback.
- The site is surrounded by single family houses. There is no reason to put anything else in this area.
- I live directly across the street from the site, across N. McCarrons Blvd, so what happens here greatly affects me. The neighborhood is single family homes, except for closer to Rice St, and I think we should maintain that on this site. I'd like to see large areas of green space along the north side of N McCarrons Blvd, especially keeping the beautiful row of maple trees there with a park like buffer. The houses could be on the side of the present armory building plus to the north of that, while making the treed area south of the pond into a park, incorporating walking paths in and around pond area. Hopefully once the building is down and parking lot is broken up, even with 12-18 homes, there would still be more green than we have now. Keep as many of the current trees as possible. Apart from a church or library, school or community center, there are no other uses that fit in with the neighborhood. Leave commercial and high density (not even LDR-2 or Medium Density) on or along Rice Street. Many of the homes across the street on N. McCarrons have 1 house on almost an acre of land. Don't make small lots! I'd like to see the entrance to this community via an access on Elmer St., not N. McCarrons which has a lot of pedestrians along the bike path. I drew this out on the map you gave us. Some of the photos on the light density demonstration board at the meeting looked very much like where I lived in St. Paul MAC Groveland neighborhood. Nice for city living but after 27 years we moved here to be away from all that: Enjoy the lake, walk the bike path, spot the occasional deer or bald eagle . . . that's what makes this neighborhood special. Nor more apts or rental units or condos. Thanks!
- Single family homes preferred on most of the six (6) acres but I would be okay with some small amount of medium density/townhomes as a buffer between new properties and 185 N. McCarrons.
- Respondent selected 5-8 units per acre and added this note: "under 25' total height please."
- Respondent added the following annotation to the Parks & Rec uses: "with the exception of small parks"



Community Input Meeting

211 N. McCarrons – Former Armory Site

COMMUNITY DEVELOPMENT STAFF

NOVEMBER 15, 2016

Meeting Outline

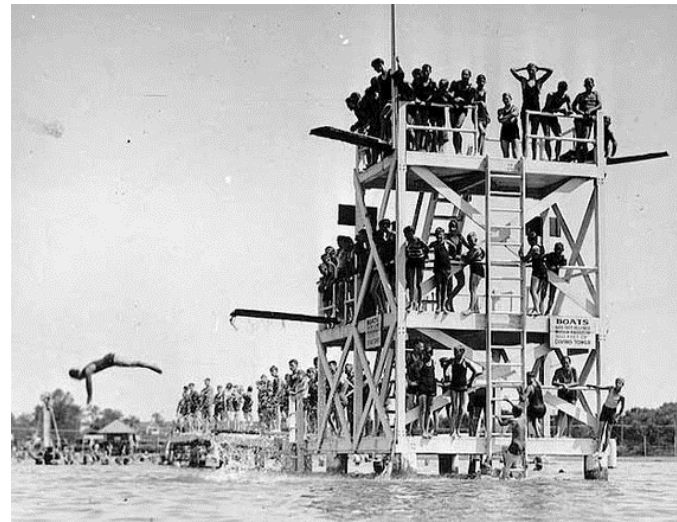
1. Receive Presentation From Staff - Handouts
2. Questions and Comment Period About the Zoning Process
3. Complete Checklist Outlining Development Options

➤ Feedback will be summarized and presented to the City Council.

A decorative horizontal bar at the bottom of the slide, consisting of a thin red line on top and a thicker grey line below it.

211 N. McCarrons – Site History

➤ Previously a dairy farm, McCarrons School was built in 1936.



Site History Continued...

1940



1953



The buildings were sold to the National Guard in 1981

The Site Today



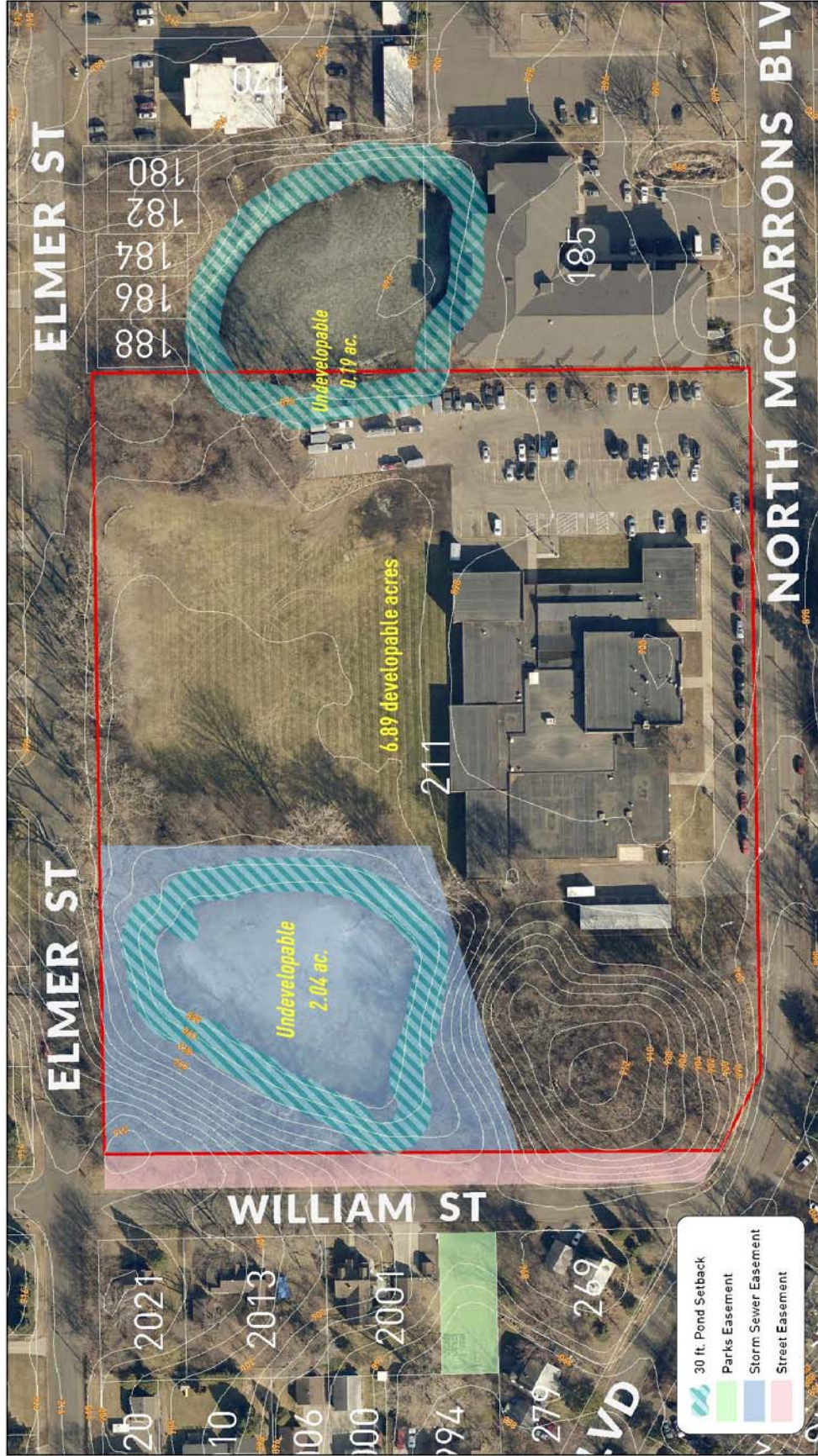
Site History Continued...

- On January 21, 2016, the City of Roseville was notified of its Right of First Refusal for consideration to acquire 211 N. McCarrons from the Department of Military Affairs.
- Both the Roseville City Council and Ramsey County decided against acquiring the property.
- The City Council directed staff to engage the community in a rezoning process.
- The site will now be placed on the market for sale.
- At this time the current zoning is: ***Institutional***.

Benefits of Local Zoning Control

ZONING CAN....

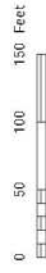
- Protect and enhance property values.
 - Help to implement the community goals and objectives of the comprehensive plan.
 - Conserve existing neighborhoods.
 - Allow potential nuisance uses to be located away from residential neighborhoods
 - Provide for better lot arrangement.
 - Protect recreational areas and open space.
 - Conserve environmentally sensitive areas.
 - Most importantly, zoning gives the community some control over its land uses, appearance, and quality of life in the future.
- 



Date: June 9, 2016

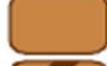
Sources:
 Ramsey County 6/2/2016
 National Wetlands Inventory (10/2015)
 Roseville Engineering Dept.

Armory Site: 211 North McCarrons Blvd



Zoning Designations

Residential

-  LDR-1 - Low Density Residential-1
-  LDR-2 - Low Density Residential-2
-  MDR - Medium Density Residential
-  HDR-1 - High Density Residential-1
-  HDR-2 - High Density Residential-2

Commercial

-  NB - Neighborhood Business
-  CB - Community Business
-  RB - Regional Business
-  RB-2 - Regional Business-2

Employment

-  I - Industrial
-  O/BP - Office/Business Park

Mixed Use

-  CMU - Community Mixed Use
-  CMU-2 - Community Mixed Use-2
-  CMU-3 - Community Mixed Use-3
-  CMU-4 - Community Mixed Use-4

Public / Institutional

-  INST - Institutional
-  PR - Park and Recreation

What to think about when thinking about zoning....

- Density
 - Possibility of more than one use on site
 - Long Term Vision
 - Not specific businesses
 - Access
 - Site Features
 - Impact to Roads and Traffic
 - The Market
- 

Low Density Residential (LDR)

4-8 Units Per Acre

LDR-1 Permitted Uses

Single-family detached
Accessory dwelling unit
Community residential facility (state
licensed 1-6 persons)

LDR-2 Permitted Uses

Two-family detached home (duplex)
Two-family attached home (twinhome)
One-family attached home
(townhome/rowhouse)

Medium Density Residential (MDR)

5-12 Units Per Acre

MDR Uses Include:

Single-family detached home

Two-family detached home (duplex)

Two-family attached home (twinhome)

One-family attached home
(townhome/rowhouse)

Multi-family (3-8 units per building)

Multi-family (8 units or more per building)

State licensed group home (1-6 persons)

State licensed group home (7-16 persons)

Assisted living facility

Nursing home

High Density Residential (HDR) 12-24 units per acre

High Density Residential-1 & 2 Permitted Uses

Single-family attached home (townhome/rowhouse)

Multi-family (3-8 units per building)

Multi-family (8 units or more per building)

Manufactured home park

Live-work unit

State licensed group home (1-6 persons)

State licensed group home (7-16 persons)

Assisted living facility

Nursing home



Commercial Uses

(Neighborhood Business, Community Business, Regional Business, and Community Mixed Use)

Permitted Uses in Neighborhood Business

Office

Medical, dental, or optical clinic

General and personal service retail

Animal hospital/vet clinic

Bank or financial institution

Day care center

Permitted Uses in Other Commercial Districts

Big Box Retail

Restaurant

Mixed Use (commercial street level/residential on top)

General and Personal Service Retail

Hotel

Public/Institutional Uses

Permitted Uses in Institutional Districts

Cemetery

School

Community Center

Government Center

Library

Museum

Place of Assembly

Off-Site Parking

Park and Recreation District

Park & Recreation Uses Include:

Ampitheater

Athletic Fields

Golf Course

Dog Park

Gardens

Waterparks

Sport Court with lights

We Want Your Input – Complete the Online Survey

www.cityofroseville.com/ArmorySurvey

Housing

Housing

Please check all the housing types you would consider acceptable for this site: *

☐ Affordable Apartments

☐ Affordable Workforce Apartments

☐ Luxury Apartments

☐ Market-rate Apartments

☐ Assisted Living

☐ Senior Living Apartments

☐ Single Family Detached Homes

☐ Condominiums

☐ Duplex

☐ Townhome/Row Home

☐ I don't think any housing options are suitable for this site

If the site is used for housing, how many units per acre do you think would work well in the neighborhood (the site has roughly 6 acres of buildable land): *

☐ Up to 4 units per acre

☐ 5 - 8 units per acre

☐ 9 - 12 units per acre

☐ More than 12 units per acre

Commercial Uses

Commercial

Which Commercial uses would you find acceptable for the site? *

☐ Big-box Retail

☐ Small-scale Retail

☐ Corporate Headquarters

☐ Daycare Center

☐ Hotel

☐ Medical Clinic/Office

☐ Office

☐ Office Showroom

☐ Restaurant (fast food)

☐ Restaurant (not fast food)

☐ Vertical Mixed-use

☐ I don't think any commercial uses are suitable for this site

Institutional Uses

Institutional Uses

Please check the Institutional Uses you would find acceptable on this site: *

☐ Church

☐ Government Building

☐ Hospital

☐ Park

☐ Public Use Facility

☐ School

☐ I don't think any Institutional uses are suitable for this site

Industrial Uses

Industrial Uses

Please check the Industrial Uses you would find acceptable on this site: *

☐ Light Industrial

☐ Limited Production/Processing

☐ Limited Warehousing/Distribution

☐ Manufacturing

☐ Warehouse

☐ I don't think any Industrial uses are suitable for this site

Comments

Please provide any other feedback you'd like the Council to consider when thinking about the rezoning for this site.

Limit: 200 words

0/200 words

Submit

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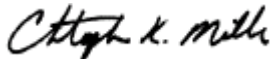
Jane Reilly - Form Questions
Senior Office Assistant
jane.reilly@cityofroseville.com
651.792.7078

Questions & Comment

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 01/23/17
Item No.: 14.c

Department Approval



City Manager Approval



Item Description: Discussion on the 2018 Budget Process

BACKGROUND

Over the past several budget cycles, the City has followed a variety of approaches to establish a budget and tax levy for the following year. Reflecting back, it's fair to say that some of these approaches were well-received and productive while others may have fallen short.

Last year's budget process began with an exercise that identified priorities on an organizational level. The purpose of this exercise was to strengthen the relationship between *citywide* priorities and the allocation of financial resources. This approach was in contrast to previous budget cycles where additional resources were made more on a *departmental* priority level. This approach, although improved, was not without its shortcomings however.

Given the significance of the budget process and the substantial amount of time and resources it commands, Staff encourages the Council to build upon the successes of previous budget cycles while addressing some areas that have not been as prominent as perhaps they should be.

For purposes of discussion, Staff has identified five general areas to consider addressing in the 2018 Budget Process:

- ☐ Establish stronger linkages between public participation and budgetary decisions
- ☐ Define the relationship between service levels and taxes or fees
- ☐ Consider multi-year budgetary impacts
- ☐ Commit to a unified budget track
- ☐ Identify critical information packages necessary to make budget decisions

Given the Council's budget experience, these concepts are undoubtedly on your minds throughout the budget process. However, there are circumstances that can impede a City's ability to follow these best practices, and unless they are openly addressed they're likely to continue hindering the budget process.

Each of these areas are discussed in greater detail below, along with some suggested actions.

Establish Stronger Linkages between Public Participation and Budgetary Decisions

It is widely accepted the public participation is a key element of any local government budget process. As a result, the Public's level of awareness and understanding becomes an important consideration at each step of the budget process.

This requires deliberate measures that not only foster public participation but also communicates the City's intentions early and throughout the process. When changes in the budget or tax levy are made late in the process the public has little opportunity to provide feedback.

Another consideration would be the use of other citizen inputs such as the Community Survey, Budget Comment Card, and Speak-Up Roseville. Over the last few years, the City has made significant efforts to solicit community input on the budget, but there hasn't been a lot of open discussion on incorporating that feedback into budgetary decisions. This can send mixed signals to the public on whether their participation is impactful or not.

Staff Recommendation

Establish a specific step in the budget process to review any citizen feedback and commit to regular communications regarding the City's intentions on the budget and tax levy including the identification of any undecided matters. This should further be accompanied by a pledge to have the number of undecided matters consistently decline between May and November.

Define the Relationship Between Service Levels and Taxes or Fees

Both the Council and Staff are familiar with the relationship between service levels and taxes. However, injecting tangible financial impacts of growth or other new operational demands is oftentimes elusive and therefore easy to downplay or ignore. But to do so can be short-sighted.

For example, the City has generally embraced new development as a means of expanding the commercial tax base or meeting certain housing objectives. Taken by themselves these are laudable goals. However, when new growth happens, there are associated impacts from higher police & fire calls, increased traffic volumes, and greater demand for other city services. These impacts should be recognized in the budget and tax levy to avoid unintended reductions in service levels. This happens when a fixed amount of resources are spread over greater demands.

Staff Recommendation

Establish a specific step in the budget process to review any growth-related impacts, increased demands, or unfunded mandates that require additional financial commitments.

Consider Multi-Year Budgetary Impacts

Historically, the City's budget cycle has been primarily focused on the next calendar year. There are some exceptions including discussions associated with the CIP, however most of the conversations focus solely on near-term impacts. A cursory review of multi-year budget forecasts can provide valuable insight on what is looming on the horizon and what impact it might produce in subsequent budget cycles.

If, for example, the Council wanted to establish greater stability in the property tax levy, it will be necessary to review all long-term organizational needs. As noted earlier, the City does a good job in incorporating long-term *capital* needs, but discussions on long-term *operational* needs are rarely held.

To better illustrate why this might be important we can take a look at the 2018 forecast for the tax-supported personnel costs, which by themselves are projected to increase by approximately \$520,000. This in turn, would require a tax levy increase of 2.7%. If the Council wished to limit the 2018 levy increase to 3.0%, this would leave only \$65,000 in additional funding to address inflationary impacts, CIP shortfalls, and new initiatives.

Staff Recommendation

Subsequent-year impacts should be factored in when setting spending and taxation levels, including the use of cash reserves. This approach will highlight whether or not the City has achieved financial sustainability, and whether the current year's budget decisions' strengthen or weaken the City's financial condition.

Commit to a Unified Budget Track

In recent years, the budget process sometimes offered the appearance that there were two separate tracks; one followed by the Council, and one by Staff. We make this observation based on the fact that the Council's Adopted Budget and the City Manager Recommended Budget don't converge until the last meeting on the calendar.

Certainly there's value in allowing the budget to evolve throughout the process as new information becomes known. However, recent experience has shown that when it comes to projected costs, only a nominal amount of new information is discovered after mid-year. If this is the case, it seems reasonable that the Council and Staff could be working from the same budget and budget assumptions from that point forward.

By taking this approach we can better ensure that budget planning and discussions are focused solely on unresolved items, rather than revisiting the same information or conversations. This will also help convey the City's budget and tax levy intentions to the public as the process moves forward.

Staff Recommendation

Commit to a process where the budgetary goals of the Council are aligned with the budgetary goals embedded in the City Manager Recommended Budget. And that the Council strive to make decisions earlier in the budget process if all pertinent information is known.

Identify Critical Information Packages Necessary to Make Budget Decisions

As suggested above, Staff maintains that it's important to communicate the City's intentions on the budget and tax levy early and throughout the budget process. We recognize however, that the Council needs to have the right information before signaling those intentions.

Typically by mid-July, City Staff has already calculated budgeted non-tax revenues and expenditures including the local CPI and ECI that drives non-union cost-of-living adjustments. We also have county-projected property values for the following year. In fact, in the tax-supported funds very little new information is gleaned from this point moving forward in the budget process. The estimates and assumptions that are used have nearly the same margin of error in July as they do in November. The only remaining uncertainty is the property tax levy.

125 Recently, this uncertainty has been heightened and influenced by the desire to use excess cash reserves
126 to help balance the budget. More specifically, the desire to have a precise projection of what the cash
127 reserve levels will be at the end of the current fiscal year.

128
129 If the Council desires greater certainty in cash reserve levels, a more accurate approach would be to
130 delay the pledge of excess cash reserves by one budget cycle. For example, actual 2017 cash reserve
131 levels will be known and verified by an outside audit by May of 2018. The City would achieve absolute
132 certainty if we used these cash reserve figures as part of the 2019 budget process rather than the
133 speculative approach of trying to program them into the 2018 budget.

134
135 Using this approach, the city could better position itself to communicate its tax levy intentions to
136 residents by late summer rather than in December.

137
138 **Staff Recommendation**
139 Identify the types of information packages the Council requires in order to make budget and tax
140 levy decisions. And, as noted previously, to strive to make budget and tax levy decisions earlier
141 in the process.

142 **POLICY OBJECTIVE**
143 It is in the City's best interest to adhere to budgeting best practices including a commitment to formally
144 incorporate the public's input, recognizing the nexus between service levels and taxes, understanding
145 long-term budget impacts, and aligning the Council and Staff's goals early in the process.

146 **FINANCIAL IMPACTS**
147 Not applicable.

148 **STAFF RECOMMENDATION**
149 See above.

150 **REQUESTED COUNCIL ACTION**
151 The Council is asked to provide guidance on the 2018 Budget process.

152
Prepared by: Chris Miller, Finance Director
Attachments: A: Not Applicable

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 23, 2017
Item No.: 14.d

Department Approval

City Manager Approval



Item Description: Discussion of City Council and Advisory Commission Rules and Procedures

BACKGROUND

Each year, the Council reviews and adopts Rules and Procedures for ways to best conduct City business.

Based on the discussion at the January 9th meeting regarding City Council meeting efficiencies, the Mayor and City Manager have modified the Rules and Procedures to take into account the City Council discussion. The format of the document was also reorganized and modified to make it clear that these rules apply to all City meetings (City Council and Commissions).

REQUESTED COUNCIL ACTION

Discussion and adoption of Council rules and procedures.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

Attachments: A: Proposed 2017 Rules – Redlined Copy
B: Proposed 2017 Rules – Clean Copy
C: Rosenberg’s Rules of Order

Revised January ~~423, 2016~~2017

Roseville City Council and Advisory Commission Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

The ~~Council~~City adopts Rosenberg's Rules of Order for all ~~Council~~ meetings.

Rule 42 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 53 Public Comment

The City Council will receive public comment at Council meetings in accordance with the following guidelines:

- a. Public Comment at the beginning of a Council meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government.
~~Presentations~~Comments will be limited to 5 minutes per speaker.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before Council discussion and deliberation. These public comments are also limited to 5 minutes per speaker, except that the Mayor or presiding officer, subject to appeal to the chair under Rosenberg's Rules, may limit the time to 3 minutes per speaker in cases where public comment has been previously received on the same topic.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments to the Council or staff before, during, or after a Council meeting.
- d. Signs may be held and displayed during Council Meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of

order.

- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 64 Issue and Meeting Curfew

The Council City recognizes that meetings are for the benefit of the citizens of Roseville so Council meetings will end by 10:00 p.m. Council m Meetings may be extended upon the majority vote of the City Council or commission members present, but at no time will a meeting run past 11:00 p.m. If Council business remains on the agenda, the Council or commission may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 8 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council and commissions shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 9 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 10 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Rules Pertaining to the City Council Only:

Rule 2-8 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 3-9 Agenda

The following shall be the order of business of the City Council:

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approve Agenda
- 4) Public Comment
- 5) ~~1) Council and City Manager Communications, Reports and Announcements~~
- 6) ~~5) Recognitions, and Donations and Communications~~

~~7)1) Approval of Minutes~~

~~8)1) Consent Agenda~~

~~9)6) Items Removed from Consent Agenda~~

~~10) General Ordinances~~

~~11) Presentations~~

~~12) Public Hearing & Action Consideration~~

~~13) Budget Items~~

~~14)7) Business Items* — Action~~

~~15) Business Items — Presentation/Discussion~~

8) Approval of Minutes

9) Consent Agenda

10) Council and City Manager Communications, Reports and Announcements

~~16)11) City Manager Future Agenda Review and Councilmember Initiated Future Agenda Items~~

~~17) Councilmember Initiated Future Agenda Items~~

~~18)12) Adjourn~~

* Business Items may include Presentations, Discussions, Public Hearings, Work Session Items, and/or other Council Actions, as appropriate.

The Council will schedule a 10-minute break ~~after~~ approximately two hours after the start of meeting.

Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows:

A Councilmember may, at a council meeting, request that an action item be placed on a future council agenda, or;

A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, with a copy of the email to the other Councilmembers, no later than noon of the Wednesday preceding the council meeting. That agenda item will be included on the agenda for the next council meeting under the heading "Councilmember Initiated Future Agenda Items" for notice purposes only, not for action or removal from future agendas, but will not be an action item. The item will become a regular council agenda item (i.e., for discussion and action) at the subsequent council meeting, or;

A Councilmember may request the addition of an agenda item at the same meeting at which the item is to be addressed. However, the addition of an agenda item shall require the approval of a majority of the Councilmembers present.

Rule 4 Electronic and/or Paper Agenda Packets

~~In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.~~

Rule 5 Public Comment

~~The City Council will receive public comment at Council meetings in accordance with the following guidelines:~~

- ~~a. Public Comment at the beginning of a Council meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Presentations will be limited to 5 minutes per speaker.~~
- ~~b. a. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before Council discussion and deliberation. These public comments are also limited to 5 minutes per speaker.~~
- ~~c. a. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments to the Council or staff before, during, or after a Council meeting.~~
- ~~d. a. Signs may be held and displayed during Council Meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.~~
- ~~e. a. Public comment, like staff and Councilmember comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.~~
- ~~f. a. The Mayor or presiding officer may make special time length arrangements for speakers representing a group.~~

Rule 6 Issue and Meeting Curfew

~~The Council recognizes that meetings are for the benefit of the citizens of Roseville so Council meetings will end by 10:00 p.m. Council meetings may be extended upon the vote of the City Council, but at no time will a meeting run past 11:00 p.m. If Council business remains on the agenda, the Council may continue the meeting to a future date or table such items until the next meeting, if needed.~~

Rule 7-10 City Council Task Force or Subcommittee Formation

The Council shall, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the full Council. The task force will have a specific topic or issue to address and the task force will report its findings or recommendations by a specific deadline established by the Council.

Rule 8 Recording of Meetings

~~Except for closed executive sessions authorized under state law, all meetings of the City Council shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.~~

Rule 9 Suspension of Rules

~~Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the City Council.~~

Rule 10 Effective Date

~~These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.~~

Revised January 23, 2017

Roseville City Council and Advisory Commission Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

The City adopts Rosenberg's Rules of Order for all meetings.

Rule 2 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 3 Public Comment

The City will receive public comment at meetings in accordance with the following guidelines:

- a. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 5 minutes per speaker.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 5 minutes per speaker, except that the Mayor or presiding officer, subject to appeal to the chair under Rosenberg's Rules, may limit the time to 3 minutes per speaker in cases where public comment has been previously received on the same topic.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.
- d. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.

- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

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Rule 8 Recording of Meetings

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Rule 9 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 10 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Rules Pertaining to the City Council Only:

Rule 8 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 9 Agenda

The following shall be the order of business of the City Council:

- 1) Roll Call
- 2) Pledge of Allegiance
- 3) Approve Agenda
- 4) Public Comment
- 5) Recognitions and Donations
- 6) Items Removed from Consent Agenda
- 7) Business Items*
- 8) Approval of Minutes

1 9) Consent Agenda

2 10) Council and City Manager Communications, Reports and Announcements

3 11) City Manager Future Agenda Review and Councilmember Initiated
4 Future Agenda Items

5 12) Adjourn

6
7
8 * Business Items may include Presentations, Discussions, Public Hearings, Work Session Items,
9 and/or other Council Actions, as appropriate.

10
11 The Council will schedule a 10-minute break approximately two hours after the start of meeting.

12
13 Councilmembers are encouraged to introduce new items including background information and
14 supporting materials for discussion and possible action. Councilmembers have the right to place
15 items on the agenda as follows:

16
17 A Councilmember may, at a council meeting, request that an action item be placed on a
18 future council agenda, or;

19
20 A Councilmember may make a request for an agenda item outside of a council meeting
21 by submitting an email request to the city manager, with a copy of the email to the other
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29 A Councilmember may request the addition of an agenda item at the same meeting at
30 which the item is to be addressed. However, the addition of an agenda item shall require
31 the approval of a majority of the Councilmembers present.

32
33 **Rule 10 City Council Task Force or Subcommittee Formation**

34 The Council shall, as issues arise, establish a two-member task force to study the issue. The
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36 issue to address and the task force will report its findings or recommendations by a specific
37 deadline established by the Council.

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century



MISSION:

To restore and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION:

To be recognized and respected as the leading advocate for the common interests of California cities.



About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts educational conferences and research, and publishes *Western City* magazine.

About *Western City* Magazine

Western City is the League of California Cities' monthly magazine. *Western City* provides lively, interdisciplinary analyses of issues affecting local governance. Its goal is to offer immediately practical ideas, information and bigger-picture policy issues and trends. For more information, visit www.westerncity.com.

"Rosenberg's Rules of Order" first appeared in *Western City* magazine in August and September 2003.

About the Author

Dave Rosenberg is an elected county supervisor representing the 4th District in Yolo County. He also serves as director of community and intergovernmental relations, director of operations, and senior advisor to the governor of California. He has served as a member and chair of numerous state and local boards, both appointed and elected, and also served on the Davis City Council for 12 years, including two terms as mayor. He has taught classes on parliamentary procedure and has served as parliamentarian for large and small governing bodies. In the fall of 2003, Gov. Davis appointed Rosenberg as a judge of the Yolo County Superior Court.

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then the “nays” is normally sufficient. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days’ notice for all future meetings of this governing body.”

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member’s desired approach with the words: “I move ...” A typical motion might be: “I move that we give 10 days’ notice in the future for all our meetings.”

The chair usually initiates the motion by:

1. Inviting the members to make a motion: “A motion at this time would be in order.”
2. Suggesting a motion to the members: “A motion would be in order that we give 10-days’ notice in the future for all our meetings.”
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

- 3. The substitute motion.** If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would “move a substitute motion.” A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn.

This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

lege relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

SKU 1533

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